

# **Administrative Manual**



***“INTEGRITY...FAIRNESS...SERVICE”***

Rules, regulations, policies, and procedures stated in written directives of the Baltimore County Police Department are for departmental use only and do not apply in any criminal or civil proceeding. They will not be construed as creating a higher legal standard of care in any evidentiary sense with respect to third-party claims. Violations thereof will only form the basis for Department administrative sanctions.

Established September 1, 1994



# FOREWORD

By virtue of authority granted by law, as set forth in the County Code, the Baltimore County Chief of Police has established the rules, regulations, and procedures contained in this manual for administration and discipline of the Police Department. The Chief of Police reserves the right to alter, amend or repeal any of these directives, or to make additions thereto as circumstances may require. If the occasion demands, the Chief of Police may issue verbal or written orders. This will have the same force and effect as these rules, regulations, and procedures.

The Administrative Manual is a reference source to guide members of the Department. The rules, regulations, and procedures contained herein cannot cover every specific situation or problem encountered. A great deal must be left to the intelligence and discretion of the individual. To set strict procedures for every event would destroy initiative, negate discretion, and ignore the basic premise that inherent to any situation are many unknown and unforeseeable variables. The values of our organization – ***Integrity, Fairness, and Service*** – must be a factor in our decisions, the existence of written policy and procedures notwithstanding. The exercise of good judgment and the application of common sense, together with the highest degree of cooperation by those entrusted with police services, is essential for effective police work.

The Administrative Manual has been designed as a living document; one that will accommodate additions and revisions to policies and procedures now and into the future. All rules, regulations, and procedures previously issued are hereby revoked insofar as they conflict with this manual.

The information contained in the Administrative Manual is of Department-wide interest and is applicable to all commands. Directives that affect individual commands should be communicated by a command level Standard Operating Procedure (SOP).

The development of a well-disciplined and efficient police department which has the confidence and respect of the public can only be accomplished when we realize that our every action, whether it is an official duty or a part of private life, is closely observed by the public. Acts of misconduct or inefficiency not only reflect on the member as an individual, but on the Department as a body. It is therefore essential that all members familiarize themselves with these rules, regulations, and procedures and adhere to them as rigidly as possible.



# **MISSION STATEMENT**

The Mission of the Baltimore County Police Department is to enforce the laws and ordinances of the State and County, safeguard life and property, prevent and detect crime and victimization, preserve the peace, and protect the rights of all citizens.

## **ORGANIZATIONAL VALUES**

### ***INTEGRITY***

We uphold the public trust by being honest. We maintain the highest standards of ethical and moral character.

### ***FAIRNESS***

We treat everyone with respect and dignity in an unbiased manner. We protect constitutional rights through impartial enforcement of the law.

### ***SERVICE***

We provide dedicated and compassionate assistance by promoting leadership, cooperation, and creativity. We aspire to improve the quality of life in partnership with the community.

## **VISION OF THE CHIEF OF POLICE**

*We will be the model of an innovative, community-oriented police department.*

*We are committed to excellence and professionalism in delivering comprehensive law enforcement services. Our core responsibility is to prevent and reduce crime and victimization. All Department members have an obligation, a duty, to pursue those who commit crimes.*

*Using current and developing technologies, we are committed to research and innovation. Technology will enhance our highly skilled workforce in the investigation of traditional criminal acts, and the latest crime challenges such as Internet, economic and predator crime, organized gang, and youthful violent offenders.*

*Homeland security will remain a priority as we focus on the goal of moving beyond communities where our citizens feel safe to communities that are safe.*

*We recognize the value of all our employees and partners, from professional staff and sworn members, to the many citizens who come forth to volunteer, assisting us in fulfilling our mission. We remain committed to the further enhancement of these partnerships. We will continually strive to develop the skills of our members, and to efficiently and effectively manage our resources to deliver the highest level of service to the public.*



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## **CONDUCT**

### **Article 1**

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# CONDUCT

## 1-1.0 GENERAL CONDUCT

### GENERAL

- Any violation of law, breach of the peace, neglect of duty, misconduct or any conduct on the part of any member of the Department which tends to undermine or be prejudicial to the good order, efficiency, or discipline of the Department, or which reflects discredit upon the Department or its members, even though these offenses may not be specifically enumerated, will be considered conduct unbecoming a member of the Police Department of Baltimore County and subject to disciplinary action by the Chief of Police.

### DEPARTMENT MEMBERS

- Will be committed to the pursuit of excellence and adhere to the following core organizational values to guide their conduct in all matters:
  1. **Integrity.** Members must:
    - a. Uphold the public trust by being honest.
    - b. Maintain the highest standards of ethical and moral character.
  2. **Fairness.** Members must:
    - a. Treat everyone with respect and dignity and in an unbiased manner.
    - b. Protect constitutional rights through impartial enforcement of the law.
  3. **Service.** Members must:
    - a. Provide dedicated and compassionate assistance.
    - b. Promote leadership, cooperation, and creativity.
    - c. Aspire to improve the quality of life in partnership with the community.
- Preserve and advance the principles of democracy and freedom in a pluralistic society by endeavoring to:
  1. Protect life and property.
  2. Apprehend criminal violators.
- Remain accountable to the community they serve by striving to:
  1. Preserve the public peace.
  2. Reduce citizens' fears.
  3. Remain sensitive and responsive to community concerns and problems.
- Aspire to the highest degree of professionalism by:
  1. Presenting a neat, clean, and professional appearance. For:
    - a. Sworn members, refer to Section 1-2.0.
    - b. Non-sworn members, refer to Section 1-2.1.
  2. Attending to duties in an accurate and timely manner.
  3. Using appropriate and respectful language when dealing with the public and co-workers.
  4. Never using unnecessary force or violence.
  5. Never impairing their fitness for duty through the use of alcohol or other substances.
  6. Treating as confidential all official business and communications of the Department.
  7. Furnishing their rank, last name, and identification number, upon request by a member of the public.
- Maintain the highest standards of integrity by:
  1. Avoiding fraternization with people of questionable character.
  2. Not placing themselves in a position, while off duty, which would reflect adversely upon the Department.
  3. Not consuming liquor or entering liquor establishments while on duty or in uniform or bringing alcohol onto any County property, except in the proper performance of their duties.

- Treat all people with mutual trust, fairness, and dignity by:
  1. Providing the appropriate courtesies to superior members.
  2. Obeying all lawful orders.
  3. Acting impartially and consistently in dealings with subordinates, prisoners, co-workers, and the public.
 

**NOTE:** The Department prohibits bias-based profiling in all contacts with the public, particularly during traffic contacts, field contacts, and asset seizure or forfeiture efforts.
- Will not recommend a specific private vendor service (e.g., towing, bail bond, restaurant, law firm, etc.) to the public while on duty.
 

**NOTE:** Members may provide the names of multiple vendors, but will not indicate a preference that may influence the person's final selection.
- Will not display or post photographic images of Police Department uniforms, vehicles, equipment, facilities, or other property in any area that may be viewed by the public, or on any social networking site (e.g., Facebook, MySpace, etc.), that would project the Department in a negative or unprofessional light. Photographic images include, but are not limited to: digital, computerized, cellular phone, produced, or reproduced.
 

**EXCEPTION:** Photographs of members/equipment taken or displayed for official purposes.

### 1-1.1 LITIGATION

#### **DEPARTMENT MEMBERS**

- Must notify the Legal Section via a [Form 12L](#), Intra-Department Correspondence, within 24 hours of filing a lawsuit or being served as a defendant for any reason.
- Who are served as a defendant in a lawsuit relating to their official duties as a Department member may request legal representation through the Baltimore County Office of Law. The Department member should attach copies of all court documents received to the [Form 12L](#) and forward through proper channels. The [Form 12L](#) will be reviewed by the member's commander who will then forward the request to the Legal Section. The Legal Section will review the [Form 12L](#) and forward it to the Baltimore County Office of Law.
- Will not make any statements or furnish information regarding an incident or allegation of liability against Baltimore County to anyone outside of the Department without first notifying an attorney in the Legal Section or the Baltimore County Office of Law. Approval must be obtained from the Legal Section or the Baltimore County Office of Law to make the statement or to furnish the information.
- Will not compromise, discharge, or settle any line-of-duty claim committed against their person or property or against the County's property or interests, without the consent of the Chief of Police or the County Attorney.
- When summonsed, requested to testify or in any other way act on behalf of a criminal defendant, will:
  1. Immediately, via [Form 12L](#), notify the appropriate prosecutor.
  2. Advise their commander via [Form 12L](#) and provide the name of the prosecuting attorney who was notified.
  3. If no summons is received, advise the person making the request that a summons or subpoena is necessary, unless acting voluntarily.
  4. Not make voluntary reference to their position or employment with the Baltimore County Police Department if acting outside the line of duty.
- When summonsed, requested to testify, or in any other way act on behalf of any party in a civil case, will notify their commander via [Form 12L](#). The [Form 12L](#) will be reviewed by the member's commander who will then forward the request to the Legal Section. The Legal Section will review the [Form 12L](#) and forward it to the Baltimore County Office of Law, if applicable.

- Filing a lawsuit as a plaintiff will notify their commander, via [Form 12L](#), providing sufficient information at the time of notification so that a determination can be made as to whether the cause of action arose during the course of employment.

### **1-1.2 POLITICAL MATTERS**

#### **DEPARTMENT MEMBERS**

- Will not jeopardize the impartial position of this Department in political matters, other than to exercise their right of suffrage, while in uniform or during hours of official duty.
- Will not use or authorize the use of the following in connection with the endorsement of political candidates:
  1. Their official Department title.
  2. Any photographic image that portrays them in uniform or County issued clothing.
  3. The operation or utilization of departmental equipment or vehicles.
- **NOTE:** This includes situations when the member is the political candidate.
- Will not use or authorize the use of departmental buildings, facilities, or equipment for political purposes without the express permission of the Chief of Police.
- Will submit written notification within 72 hours of their intent to seek a political office to their commander.
- Will not campaign or conduct political business during scheduled work hours.
- When off duty, will not campaign or conduct political business on departmental property or in departmental facilities.

### **1-1.3 JUVENILE INTERACTION**

#### **GENERAL**

- Interaction between Department members and juveniles is necessary and encouraged. Members must remain clearly within the appropriate confines of a professional police/citizen relationship.

#### **DEPARTMENT MEMBERS**

- Must remain within the confines of the law and conform to Department rules of conduct both on and off duty.
- Engaged in activities or assignments with juveniles (e.g., School Resource Officer, etc.), shall not engage in any personal and/or intimate relationship with a student at their assignment. Specific prohibited relationships include dating, meetings, and/or communication where improprieties of a sexual nature are suggested or occur.
- Who perceive a circumstance may lead to possible accusations of impropriety shall notify their supervisor and submit a [Form 12L](#), Intra-Department Correspondence, outlining the circumstance.
- Assigned to a Baltimore County Public School shall receive, read, and sign an acknowledgement of the Baltimore County Public School Systems Rule 4005, Dating or Sexual Relations between Staff and Students.

#### **SUPERVISORS**

- Ensure each member assigned to a school receives and signs acknowledgement of the Baltimore County Public School Systems Rule 4005, per Administrative Manual, Article 4 (Written Communication). A copy will be forwarded to the Administrative & Technical Services Bureau to be placed in the member's file.
- Notified of circumstances that may lead to possible accusations of improprieties against a Department member will initiate an investigation and, if necessary, follow the Administrative Manual, Article 2 (Discipline).

## **1-2.0 APPEARANCE AND GROOMING STANDARDS (SWORN MEMBERS)**

### **APPEARANCE STANDARDS**

- All members will be professional, clean, and well-groomed.
- May only be deviated from with the approval of the member's commander.

### **COMMANDERS**

- Exercising discretion in deviating from the non-uniform clothing standards for sworn members (for other than short-term or limited duties), will communicate this policy, in writing, to the members of the command.
- Are to monitor each member's appearance within his/her command and ensure compliance with established policy to maintain the Department's professional standards (e.g., makeup, tattoo covering, dress, hair, etc.).

### **HAIR**

- Must be clean, neatly groomed, and not interfere with the normal wearing of standard departmental headgear.
- Will not touch the eyebrows or shirt collar when a male officer is standing.
- Will present a tapered appearance and may cover the top one quarter of the male officer's ears.
- Will not fall over the eyebrows or hang down beyond the back, bottom edge of the shirt collar when a female officer is standing.
- May be dyed or frosted if extreme colors are avoided.

### **WIGS**

- Are permitted as long as they meet the above hair standards.

### **MUSTACHES**

- Will not extend beyond the corners of the mouth or beyond the caliper lines of the face and must be kept neatly trimmed.
- In the form of extreme styles, such as handlebars, are prohibited.

### **SIDEBURNS**

- Will have a clean-shaven, horizontal line at the base and be neatly trimmed.
- Must not extend downward below the lowest part of the ear.
- In the form of extreme styles, such as muttonchops, are prohibited.

### **BEARDS**

- Are prohibited generally (see below exceptions). Members must be clean shaven while on duty.

### **BEARD PROHIBITION EXCEPTIONS**

- Members unable to shave due to a diagnosed medical condition must:
  1. Submit a physician's certification of the medical condition to their commander.
  2. If the condition is not deemed permanent, as indicated on the medical certification, supply their commander with updated certification from their physician every 90 days.
  3. If the condition is deemed permanent, as indicated on the medical certification, supply their commander with updated certification from their physician every 12 months.
  4. Wear the beard at a length not exceeding one-quarter inch unless otherwise dictated by their physician for medical purposes only.
- Members in plainclothes assignments must have the approval of their commander.

## **FINGERNAILS**

- Must be kept neatly trimmed and manicured.
- While in uniform may be colored in clear nail polish only.

## **TATTOOS**

- Must not be visible while in any class uniform (refer to the Administrative Manual, Article 8, Departmental Property), or anytime a member is representing the Department (e.g., court, plainclothes, special events, etc.).  
**EXCEPTION:** Covert assignments.
- Tattoos may be covered by an elastic bandage or elastic wrap, provided the wrap covers the entire tattoo and does not exceed four inches in width. Only one elastic bandage or elastic wrap can be worn per member and must be located only on the arm or leg. The wrap must coincide with the uniform shirt color and be solid dark blue, black, or white with no emblem, logo, or writing thereon.
- Department members who do not have tattoos or markings should refrain from receiving tattoos or markings unless they are able to be concealed by either the Department uniform or as outlined in this policy.

## **MAKEUP**

- Is permitted only when light and natural looking.
- In the form of false eyelashes is prohibited.

## **JEWELRY**

- Rings (e.g., wedding, school, etc.) are permissible provided they are neither large nor gaudy.
- Bracelets and necklaces are permissible but may not be visible while in uniform.  
**EXCEPTION:** Medic-Alert or other similar type of identification may be visible.
- Earrings, one in each ear, may only be worn by females, providing the earrings do not hang below the earlobe. Members assigned to specialized enforcement duties or operations that require an inconspicuous appearance must have the approval of their commander to deviate from this policy.
- Wrist watches are permitted.
- If lost or damaged, will not be eligible for reimbursement by the Department.  
**EXCEPTION:** Wrist watches, wedding bands, and Medic-Alert jewelry.
- Decorative jewelry other than listed above is prohibited.

## **NON-UNIFORMED CLOTHING STANDARDS**

- Will conform to appropriate dress standards for a professional business environment.
- Prohibit extremes in dress (e.g., tight-fitting, flashy, etc.).
- Will be as follows for males during working hours or court appearances:
  1. A suit and tie or sport coat, dress slacks, dress shirt, and tie.
  2. Jackets will not be removed when in formal business settings or when dealing with the general public.
  3. Dress shoes or dress boots.
- Will be as follows for females during working hours or court appearances:
  1. A dress, business suit, or pants suit.
  2. A dress skirt and dress blouse or dress slacks and dress blouse.
  3. Dress shoes or dress boots.
- Members assigned to specialized enforcement duties, operations which require an inconspicuous appearance, or duties which involve heavy physical labor or exertion, must have the approval of their commander to deviate from this policy.

## **1-2.1 APPEARANCE AND GROOMING STANDARDS (NON-SWORN)**

### **NON-SWORN MEMBERS**

- Refer to Section 1-2.0, Appearance and Grooming Standards (Sworn Members), for guidelines regarding professional business attire.
- Required to wear a uniform will adhere to Section 1-2.0, Appearance and Grooming (Sworn Members).
- Required to perform other than normal office duties or whose immediate work may dictate a deviation from this policy must have the approval of their commander to deviate from this policy.
- Are expected to observe good grooming and personal hygiene practices consistent with Section 1-2.0, Appearance and Grooming Standards (Sworn Members), except where noted below.

### **HAIR**

- May fall over the eyebrows or beyond the back, bottom edge of the shirt collar, provided it is clean, neatly groomed, and does not detract from a professional appearance.
- Styles which create safety hazards are prohibited.

### **SIDEBURNS**

- Are allowed provided they are neatly groomed.

### **FACIAL HAIR**

- Beards and mustaches may be worn provided they are clean and neatly groomed.

### **JEWELRY**

- Is permissible provided it is neither large nor gaudy.

### **COMMANDERS**

- Will understand that terms such as “neatly groomed” and “professional appearance” are standards to be specifically defined for their command at their discretion.
- Exercising discretion in deviating from the non-uniform clothing standards for non-sworn members (for other than short-term or limited duties), will communicate this policy, in writing, to the members of the command.

## **1-3.0 TOUR OF DUTY (SWORN MEMBERS)**

### **SWORN MEMBERS**

- Report promptly for roll call daily, appear neat, and be properly uniformed and equipped.
- Receive roll call from a member designated by the precinct/section commander. This member will conduct roll call for the purpose of issuing duty instructions and orders, updating procedures, etc.
- Will be relieved at the end of a tour of duty as directed by their commander. Commanders will ensure that there is adequate protection throughout the precinct during shift change.
- Report all unfinished business to their supervisors, before ending their tour of duty, so that the information may be forwarded to the members of the relieving shift.

### **APPEARANCE/EQUIPMENT INSPECTIONS**

- Precinct shift commanders and unit supervisors will conduct daily inspections of all officers at the beginning of their tour of duty.
- Soft body armor will be included as part of the daily inspections.

- Weather permitting, the commanders or unit supervisors will inspect the police vehicles for cleanliness and overall appearance.

## **1-4.0 SALUTING**

### **DEFINITIONS**

- Senior ranking officers - those at the rank of corporal and above.
- Junior ranking officers - those at the rank of police officer (including recruits), police officer first class, and cadets.

### **GENERAL**

- The salute is rendered from the position of attention, unless performed while walking.
- The salute is rendered by raising the right hand smartly until the tip of the forefinger of the hand touches the peak of the cap over the right eye.
- The thumb and fingers are held together and fully extended. The upper arm is horizontal, with the forearm inclined at about 45 degrees and the hand and wrist held straight.
- The hand is held in position until the salute is returned, or until the person/flag saluted has passed by.
- The arm is then dropped smartly to the side.

### **DEPARTMENT MEMBERS**

- Will render a hand salute in the following instances:
  1. When outdoors and in uniform, all junior ranking officers will salute uniformed senior ranking officers.
  2. When outdoors and in uniform, senior ranking officers will salute other senior ranking officers of a higher rank than themselves.
  3. Whenever uniformed members encounter the Chief of Police, whether he/she is in or out of uniform.
  4. When encountering the Chief Executive Officer (e.g., Commissioner, Superintendent, Chief, etc.) of another law enforcement agency if the Chief Executive Officer is in uniform.
  5. In formations (e.g., parades, funerals, etc.), the uniformed senior ranking officer in charge will render the hand salute to any uniformed senior ranking officer.
  6. When outdoors, all uniformed officers will render the hand salute when the unfurled American flag is passing, or when it is being raised or lowered during special events (e.g., parades, funerals, etc.).
  7. Whether outdoors or indoors, all uniformed officers will render the hand salute during recitation of the Pledge of Allegiance or the National Anthem, if the uniform hat is being worn. If the hat is not being worn, the right hand will be placed over the badge.
  8. When outdoors, all uniformed officers will render the hand salute when the casket of a deceased police officer or any casket draped with the American flag passes in a funeral procession.
  9. Senior ranking officers in receipt of a salute and/or courtesy greeting (e.g., good morning, afternoon, evening, etc.) have the obligation to return the same to the junior ranking officer.
  10. A salute or courtesy greeting may also be rendered to uniformed senior ranking officers of other law enforcement agencies.
- A hand salute need not be rendered in the following instances:
  1. When indoors, in uniform. However, senior ranking officers should be recognized by a courtesy greeting (e.g., good morning, afternoon, evening, etc.).
  2. When in uniform, junior ranking officers need not salute each other.
  3. Whenever an officer is handling a prisoner.

4. All non-uniformed (plainclothes) personnel are exempt from saluting. However, senior ranking officers should be recognized by a courtesy greeting.

## **DISCIPLINE**

### **Article 2**

- 2-1.0 Authority and Charges [rev. 09/2016]**
- 2-2.0 Complaints [rev. 10/2014]**
  - 2-2.1 *Complaints against the Department and/or Sworn Members [rev. 09/2000]*
    - 2-2.1.1 Form 258, Statement of Incident [rev. 09/2000]
    - 2-2.1.2 Complaint Investigation [rev. 09/2000]
  - 2-2.2 *Complaint and Disciplinary Procedures for Non-Sworn Members [rev. 05/2014]*
  - 2-2.3 *Complaints Regarding 9-1-1 Communications Center Personnel [rev. 09/2000]*
- 2-3.0 Fair Practice Investigations [rev. 09/2000]**
- 2-4.0 Use of Alcohol [rev. 05/2014]**
- 2-5.0 Allegations of Brutality and Use-of-Force Incidents [rev. 09/2000]**
  - 2-5.1 *Allegations of Brutality [rev. 07/2000]*
  - 2-5.2 *Use-of-Force Incidents [rev. 07/2000]*
- 2-6.0 Members Summoned, Arrested, Charged, or Served with a Civil Protective Order [rev. 05/2014]**
- 2-7.0 Suspensions of Police Powers [rev. 09/2016]**
- 2-8.0 Suspension of Other Employment [rev. 09/2016]**
  - 2-8.1 *Emergency Suspension of Other Employment (For Disciplinary Reasons) [rev. 09/2016]*
- 2-9.0 Alternative Disciplinary Process (ADP) [rev. 06/1996]**
- 2-10.0 Administrative Hearing Board Process [rev. 05/2014]**
- 2-11.0 Form 80, Notification of Sustained Violations and Disciplinary Settlement Report [rev. 11/2010]**
  - 2-11.1 *Initiating the Form 80 [rev. 11/2010]*
  - 2-11.2 *Approved Form 80 [rev. 11/2010]*
  - 2-11.3 *Completion of Form 80 [rev. 11/2010]*
- 2-12.0 Case Expungement [rev. 07/2000]**



## **DISCIPLINE**

### **2-1.0 AUTHORITY AND CHARGES**

#### **POLICE CHIEF'S AUTHORITY**

- To establish rules, regulations, and procedures necessary to ensure competent and efficient operation and management of the Department.

#### **ABBREVIATIONS**

- IAS – Internal Affairs Section.
- LEOBR – Law Enforcement Officers' Bill of Rights.
- ATSB – Administrative & Technical Services Bureau.
- MPCTC – Maryland Police & Correctional Training Commissions.
- OHR – Baltimore County Office of Human Resources.

#### **FORMS**

- [Form 12L](#) – Intra-Department Correspondence.
- [Form 258](#) – Statement of Incident.
- Form 80 – Notification of Sustained Violations and Disciplinary Settlement Report.
- [Form 56](#) – Suspension Form.

#### **GENERAL**

- Departmental charges may be lodged:
  1. For acts of omission or commission, regardless of duty status.
  2. Against any member, whether in a paid or volunteer capacity, for:
    - a. Violations of the Department's rules, regulations, or procedures.
    - b. Violations of any federal, state, or local laws.
    - c. Conduct detrimental to the good order, efficiency, or discipline of the Department.
    - d. Violations of the Baltimore County Personnel Rules and Regulations.
- Departmental disciplinary procedures will be applied to all:
  1. Sworn Department members in conformance with the LEOBR.
  2. Non-sworn members in conformance with the Baltimore County Code, County Personnel Rules and Regulations, and any applicable Memorandums of Understanding.
- All records and documents related to disciplinary procedures will be held strictly confidential.

### **2-2.0 COMPLAINTS**

#### **COMPLAINTS**

- Are any allegations against the Department or its members as described in the previous section.
- May be received anonymously, via telephone, mail, or electronically and at any time, location, or office of this Department, regardless of where the alleged violation occurred.
- Will be treated as confidential information.
- Must be investigated.

#### **DEPARTMENT MEMBERS**

- Receive complaints and promptly notify their supervisor of the complaint.
- Will not discuss the nature of complaints received with the member against whom the complaint is made or any other unauthorized person.

- Make every effort to identify the complainant making a telephone complaint.

### **SUPERVISORS**

- Will not delay the initiation or documentation of a complaint.
- Record complaints against:
  1. Sworn members on a [Form 258](#) and refer to Section 2.1 of this article.
  2. Non-sworn members on a [Form 12L](#) and refer to Section 2.2 of this article.
- Forward the complaint immediately to the shift/unit commander.
- Issue a [Form 51](#), Baltimore County Police Department Compliments and Complaints, to individuals initiating a complaint against the Department or a member. [Forms 51](#) do not need to be mailed to those who file complaints via telephone, mail, or electronically.

### **PRECINCT COMMANDERS**

- Ensure that a supply of Forms 51 is available in the lobby of each police facility under their command.

## **2-2.1 COMPLAINTS AGAINST THE DEPARTMENT AND/OR SWORN MEMBERS**

### **SHIFT/UNIT COMMANDERS**

- Contact the IAS Commander in cases of serious brutality charges or violations of federal, state, or local laws. If the IAS office is closed, the 9-1-1 Police Liaison will contact the IAS Commander, or designee, to return a call to the shift/unit commander. Information pertinent to the complaint will not be discussed with the 9-1-1 Police Liaison or other personnel.
- Forward the [Form 258](#) to the accused member's commander.  
**EXCEPTION:** If the complaint was received at a location where the member is not assigned, the [Form 258](#) will be forwarded to the IAS Commander for distribution.

### **COMMANDERS**

- Review the [Form 258](#), prior to forwarding the original to IAS, to determine the seriousness of the complaint.
- Should comment and make recommendations on complaints they review.
- Confer with the IAS Commander when complaints concern minor:
  1. Omissions of assigned duties.
  2. Infractions of Department regulations.
  3. Errors in judgment.
  4. Matters of discourtesy.
  5. Matters that can be resolved to the satisfaction of the commander.
- Will resolve the matter if the IAS Commander determines that no formal disciplinary action is necessary. In these situations, commanders will indicate how the matter was resolved on the [Form 258](#) and forward the form to IAS.

## **2-2.1.1 FORM 258, STATEMENT OF INCIDENT**

### **FORM 258 PREPARATION INSTRUCTIONS**

- Will be typed or legibly handwritten (in ink) in an original and two copies and signed by the complainant and the member receiving the complaint. The complainant's refusal to sign or lack of a signature will not invalidate the complaint.
- Continued on a [Form 12L](#) if there is a lack of space on the [Form 258](#).
- Distribution:
  1. Original – to IAS.
  2. First copy – retained by the accused member's commander.

3. Second copy – to the complainant.

**EXCEPTION:** If the complainant is unknown, the second copy will be attached to the original.

### **FORM 258 PREPARATION EXCEPTIONS**

- Complaints concerning a difference of opinion between an officer and a citizen over the issuance of a traffic, criminal, or parking citation, unless the allegation falls under the definition of a complaint.
- Complaints within the Department involving other members. The complaining member will document the complaint on a [Form 12L](#) and will forward it to the commander of the member involved. The commander:
  1. Will initiate a [Form 258](#) if formal discipline is necessary.
  2. Has the authority to resolve minor complaints or violations (e.g., tardiness, uniform violations, etc.) when formal disciplinary action is unnecessary.

### **2-2.1.2 COMPLAINT INVESTIGATION**

#### **AUTHORITY**

- Investigations initiated under this article will be under the authority of the IAS Commander and conducted in accordance with the LEOBR in the Annotated Code of Maryland.

#### **IAS COMMANDER**

- Determines whether an investigation will be conducted by IAS or at the command level.
- Supervises all investigations.

#### **COMMAND LEVEL INVESTIGATIONS**

- Must be completed within 90 days of assignment. Extension requests are approved by the division commander.
- At the bureau/division level must be reviewed by the respective commander before being forwarded to IAS.

#### **POLYGRAPH EXAMINATIONS**

- Will not be ordered in a command level investigation until the officer in charge of the investigation obtains approval from the precinct/section commander and the IAS Commander.

#### **DIVISION COMMANDERS**

- Approve command level investigations before forwarding them to IAS.
- Forward a summary of all sustained investigations to their bureau commander.

### **2-2.2 COMPLAINT AND DISCIPLINARY PROCEDURES FOR NON-SWORN MEMBERS**

#### **GENERAL**

- Commanders have the authority to address minor complaints, or violations (e.g., tardiness, dress code violations, etc.) via counseling when they feel it will resolve the matter.

#### **COMPLAINT FORM 12L**

- Is addressed to the member's commander and includes, if applicable:
  1. Complainant's name, address, and telephone number(s).
  2. Name, address, and telephone number(s) of any witnesses.
  3. Date, time, and location of the incident.
  4. A full statement of the allegations.

5. The name, identification number, assignment, and telephone number of the member taking the complaint.
- Forwarded to the accused member's commander immediately upon receipt of the complaint and copied to the ATSB Commander and the member's immediate supervisor.

### **SUPERVISORS**

- Document violations of rules, regulations, policies, and orders by non-sworn personnel where discipline may be applied on either a [Form 115](#), Performance Observation Form, or a [Form 12L](#), depending on the severity of the incident.
- If a [Form 115](#) is used:
  1. Advise the member a recommendation of formal disciplinary action will be made to the commander if the violation continues.
  2. Document any advisement made to the member regarding the violation.
  3. Advise the commander, via a [Form 12L](#), if the violation continues after speaking to the member.

### **ACCUSED MEMBER'S COMMANDER**

- Reviews the [Form 12L](#) or [Form 115](#).
- Confers with the ATSB Commander for repeat or serious violations to determine the appropriate action within 24 hours of receiving the complaint.
- Contacts the IAS if the complaint alleges criminal actions or fair practice violations. Refer to Section 3.0 of this article.
- At the direction of the ATSB Commander, assigns the complaint for investigation.
- Forwards all findings and recommendations for disciplinary action, via a [Form 12L](#), to the ATSB Commander. Attach the original complaint [Form 12L](#) to the findings.
- After notification by the ATSB Commander, implements the final disciplinary decision.
- Continues to monitor the member's performance and consults with the ATSB Commander if there are any further problems.

### **ADMINISTRATIVE & TECHNICAL SERVICES BUREAU COMMANDER**

- Assigns a tracking number to the complaint.
- Acts as liaison with the IAS when both sworn and non-sworn members are involved in an incident.
- Consults with the OHR regarding the commander's discipline recommendations.
- Notifies the member's commander of the approved discipline (e.g., oral or written reprimand, suspension, or termination) as determined by the OHR.

### **SUSPENSION, DEMOTION, OR DISMISSAL**

- May be recommended by the commander for:
  1. Continued violations of rules, regulations, policies, and orders.
  2. Sustained investigations.
  3. Alleged serious violations.
  4. Criminal convictions.
- Suspension recommendations will be up to 30 days.
- Members with merit system status will be suspended for an indefinite period in cases where the member is charged with, and awaiting trial for, a criminal offense that would bring the County Classified System into disrepute. No further action will be taken until the criminal charge has been finally determined in accordance with County Personnel Rules and Regulations.

## **NON-SWORN MEMBERS**

- May appeal any disciplinary action in accordance with applicable Memorandums of Understanding and County Personnel Rules and Regulations.

## **REFERENCES**

- [Baltimore County Personnel Rules and Regulations](#).
- [Baltimore County Code](#).

## **2-2.3 COMPLAINTS REGARDING 9-1-1 COMMUNICATIONS CENTER PERSONNEL**

### **COMPLAINT PROCESS**

- Complaints regarding non-sworn 9-1-1 Communications Center personnel will be documented on a [Form 12L](#) and forwarded to the Chief of the 9-1-1 Communications Center after review by the receiving member's commander.
- A copy of the complaint [Form 12L](#) will be forwarded to the Technical Services Division Commander.
- Complaints regarding sworn 9-1-1 Communications Center personnel will be handled in accordance with Section 2.1 of this article.

## **2-3.0 FAIR PRACTICE INVESTIGATIONS**

### **INTERNAL AFFAIRS SECTION**

- Oversees and investigates harassment and discrimination cases.
- Maintains a central repository of information on all complaints regarding fair practice violations.
- Uses the repository to detect patterns and preserve records indicating an accused member's prior involvement in similar cases (except unfounded cases).
- Notifies the following persons of the results of all investigations of fair practice violations, regardless of the case disposition:
  1. Chief of Police.
  2. Accused.
  3. Commander of the accused.
  4. Commander of the victim.
  5. Fair Practices Liaison.

### **INTERNAL AFFAIRS SECTION COMMANDER**

- Determines if the complaint will be investigated as an allegation of a fair practice violation, such as discrimination or harassment, versus some other form of misconduct and who will be assigned the investigation. These decisions should be based on the:
  1. Totality of the circumstances.
  2. Motive of the accused (e.g., acts of discrimination or harassment in retaliation for an employee having complained of discrimination or harassment, etc.).
  3. Involvement of symbols, words, or acts which are known by the victim to represent a bias against the victim.
  4. Victim's perception of the incident and desire for follow-up action.
  5. Prior history of incidents.

### **ASSIGNED INVESTIGATORS**

- Ensure the investigation is given immediate attention.
- Respond with sensitivity to the feelings and needs of the victim.
- Keep in personal contact with the victim to alleviate fear and to assure that everything possible is being done to resolve the complaint.

- Pursue all possible investigative actions, including:
  1. Establishing or verifying a motive behind the alleged act of discrimination or harassment.
  2. Obtaining statements from the victim and witnesses regarding their perception of the incident.
  3. Visiting the location where the incident occurred to gather physical evidence, including photographs, if necessary.
  4. Determining if there is a history of similar incidents involving the accused.

### **VICTIM'S COMMANDER**

- Ensures fair practice investigations are actively pursued to their conclusion.
- Monitors personnel affected by the investigation to prevent continuation of the behavior in question or retaliation for actions taken to resolve it. This includes close observation of the victim, the accused, witnesses, and other members of the victim's unit of assignment.
- Maintains contact with IAS or the case investigator to determine case progress.
- Contacts the victim intermittently to inform of case progress and, upon completion of the investigation, its disposition.
- Ensures that involved members suffer no retaliation for their actions.

**NOTE:** If the victim's commander is the accused, the commander of the accused will assume the above responsibilities.

### **REFERENCE**

- Administrative Manual, Article 7 (Personnel Issues).

## **2-4.0 USE OF ALCOHOL**

### **ALCOHOL PROHIBITIONS FOR ALL MEMBERS**

- Being on duty while under the influence of an alcoholic beverage to the extent that performance is impaired.
- Consuming an alcoholic beverage at any time while in uniform.
- Consuming an alcoholic beverage while on duty, except in the proper performance of duties.

### **NON-SWORN MEMBERS**

- Are subject to Baltimore County's Substance Abuse Policy and Procedure.
- Appearance and demeanor will be documented on a [Form 12L](#) by the observing member and forwarded to the non-sworn member's commander.
- Commander will contact the ATSB Commander immediately when a non-sworn member of their command is suspected of any substance abuse.

### **ALCOHOL VIOLATION INVESTIGATIONS OF SWORN MEMBERS**

- The investigating officer will record the member's appearance and demeanor on a [Form 258](#).
- The accused member will be required to submit to both a dexterity performance test and Intoximeter test.
- The Intoximeter test will be administered as soon as feasible after initiation of the allegation. The two hour time limit as outlined in the Transportation Article (TA) only applies if the member is, or may be, criminally charged with violating the TA, Section 21-902, Driving While Impaired or Under the Influence of Drugs or Alcohol.
- When a member is charged, or may be charged with violating the TA, Section 21-902, the investigating officer will be responsible for following the proper procedures as outlined in the Field Manual, Article 2 (Traffic Procedures).

- The [Form 258](#) will include the:
  1. Results of both the dexterity and Intoximeter tests.
  2. Lapse of time, expressed in minutes, between the initial report or observation of the member's condition and the intoxication tests.

## **REFERENCES**

- Administrative Manual, Article 7 (Personnel Issues).
- Field Manual, Article 2 (Traffic Procedures).
- [Annotated Code of Maryland, Transportation Article.](#)

## **2-5.0 ALLEGATIONS OF BRUTALITY AND USE-OF-FORCE INCIDENTS**

### **DEFINITIONS**

- Force - any execution of a physical act to control a person, overcome resistance, and/or defend oneself or another. The force may entail the use of body parts, issued departmental equipment, or an instrument of necessity.
- Unnecessary Force - force used when not required under existing circumstances, but is not excessive or brutal.
- Excessive Force - force that is unreasonable in scope, duration, or severity under existing circumstances.
- Brutal Force - force that is without justification under existing circumstances and that is severe or cruel in scope or duration.

### **INTERNAL AFFAIRS SECTION**

- Maintains statistics on brutality allegations and use-of-force incidents.
- Advises the Chief of Police of such occurrences on a regular basis.
- Commander:
  1. Is authorized to initiate investigations into allegations concerning the use of force by Department members.
  2. Reviews all complaints alleging unnecessary, excessive, or brutal force and all use-of-force incident reports.

## **2-5.1 ALLEGATIONS OF BRUTALITY**

### **BRUTALITY**

- Includes the use of unnecessary, excessive, or brutal force.
- Complaints will be referred to a shift/unit commander.

### **SHIFT/UNIT COMMANDERS**

- Prepare a [Form 258](#) to be distributed in accordance with this article.
- If the complaint is not evaluated as a brutality, explain the decision to the complainant and attempt to resolve the matter.
- If the complainant insists on filing a brutality complaint after it has been evaluated as not a possible brutality or if the complaint is evaluated as a possible brutality:
  1. Issue two copies of the [Form 116](#), Complaint of Brutality Lodged Against a Police Officer, and a [Form 51](#), Compliments and Complaints, to the complainant.
  2. Advise the complainant that the form must be:
    - a. Prepared completely, answering all questions.
    - b. Either typed or handwritten legibly in ink.
    - c. Notarized and returned (original only) within 90 days of the alleged incident. The complainant may keep the copy.

3. Advise the complainant that they may be held civilly and criminally responsible for any false statements made.

## **2-5.2 USE-OF-FORCE INCIDENTS**

### **GENERAL**

- Investigations may be initiated whenever any of the following occurs:
  1. Any serious or life-threatening injury to a person by a Department member through the use of force.
  2. Injuries to a person through the use of force by a Department member that are inconsistent with the amount of force documented.
  3. Statements obtained through unbiased/independent witnesses indicating unnecessary, excessive, or brutal force used by a Department member.

**NOTE:** Incidents meeting the above criteria do not require a notarized [Form 116](#), Complaint of Brutality Lodged Against a Police Officer.

### **REFERENCES**

- Administrative Manual, Article 3 (Administrative Investigations and Reports).
- Field Manual, Article 12 (Use of Force/Weapon Systems).

## **2-6.0 MEMBERS SUMMONSED, ARRESTED, CHARGED, OR SERVED WITH A CIVIL PROTECTIVE ORDER**

### **MEMBERS**

- Immediately notify their commander, in writing, if they:
  1. Are charged with a crime but not arrested (criminal summons or citation).
  2. Are served with a civil protective order.
  3. Receive a traffic citation for an arrestable offense.
  4. Are arrested and released without charge.
  5. Are summonsed to any prosecutor's office or before a judge or grand jury concerning a matter in which they or another Department member may become a defendant.
- Charged with a non-arrestable traffic offense will notify their supervisor, via [Form 12L](#), at the beginning of their next tour of duty or within 24 hours, whichever occurs first.
- Arrested and charged, will immediately notify their commander or the 9-1-1 Police Liaison if unable to reach their commander. The 9-1-1 Police Liaison will notify the IAS Commander and the member's commander.
- Inform their commander, via [Form 12L](#), of all trial or hearing dates associated with their charges or civil protective orders and any changes/extensions to those dates.

### **MEMBER'S COMMANDER**

- Contacts the IAS Commander upon notification.
- Ensures that a [Form 258](#) is completed.
- Obtains a copy of the civil protective order, statement of charges, and/or citation, and reviews its contents/conditions as applicable.
- Obtains a copy of all reports, statements, property sheets, photographs, etc. and forwards them to the IAS.
- Determines, in consultation with the IAS Commander, if a violation of Department policies/procedures exists and any appropriate actions.

**NOTE:** If the allegations prohibit the member from possessing firearms, the member must be suspended and all firearms must be seized.

- If applicable and practical, responds with an IAS representative to the location where the member is being detained and:
  1. Gathers information for a confidential summary to be forwarded, through the chain-of-command, to the bureau commander. This summary will include location, date, and time of trial, if known.
  2. If possible, meets with the officer or, if present, the officer's family, to determine if there are any needs that the commander may address.
- **NOTE:** If a question arises regarding the practicality of response to the detainee's location, the arrested member's division commander will decide on the appropriate response after conferring with the IAS Commander.
- Monitors the situation for trial or hearing dates and any changes or extensions of a civil protective order.
- When any member is charged with a crime or violation, or is served with a civil protective order, regardless of duty status:
  1. Ensures that a shift/unit commander attends the court proceedings and prepares a written report of the results.
    - **EXCEPTION:** For off duty, non-arrestable traffic offenses, the commander need not attend the court proceedings.
  2. Forwards the report to the bureau/division commander and the IAS Commander for the information of the Chief of Police.
- Determines the member's or family's need for further assistance based on an assessment of the situation in terms of the:
  1. Safety of the member and any other person(s) involved.
  2. Potential for increased tension and/or violence.
  3. Potential for recidivism.
  4. Actions and recommendations of the shift commander that responded to the incident, if applicable.
- Determines the appropriate measure of intervention or resource referral to best serve all parties involved if further intervention is warranted.
- May consult the Employee Assistance Program (EAP) prior to:
  1. Informing members of their options for counseling assistance and where they may obtain referral information (e.g., the Employee Assistance Program, insurance plan, etc.).
  2. Recommending that the member make an appointment for counseling with the EAP.
- Monitors the member for any action indicating a need for a Fitness-for-Duty evaluation and contacts the ATSB if a Fitness-for-Duty evaluation is indicated.

### **MEMBER'S BUREAU COMMANDER**

- Reviews all information submitted and promptly orders one of the following:
  1. The member will continue to perform police duties.
  2. The member's police powers will be suspended, but the member is reassigned to restricted duties pending determination by a court of competent jurisdiction with respect to any criminal violation or final determination by an Administrative Hearing Board as to any departmental violation.
  3. The member will remain on suspension.
- Considers the best interests of the public, the Department, the criminal justice system, and the member when choosing one of the alternatives.

### **ADMINISTRATIVE HEARING**

- May be held before or after the disposition of criminal charges, regardless of which alternative is selected by the bureau commander.

## **CASE INVESTIGATION**

- Will be conducted as any other criminal investigation of a similar nature unless otherwise directed by the IAS Commander.

## **2-7.0 SUSPENSIONS OF POLICE POWERS**

### **SUSPENSIONS**

- May be imposed, pursuant to State and County law, when it appears the action is in the best interest of the public and the Department.
- Will be imposed immediately after a commander serves a Form 80, and recommends a member's termination.
- Will be imposed for lapses in MPCTC mandated training.
- May be with or without pay.
- May be without pay when a member is charged with a felony.

### **FORM 56, SUSPENSION FORM**

- Used to notify a member when their police powers are suspended.
- Documents:
  1. Whether the suspension is with pay or without pay.
  2. The reason for the suspension:
    - a. Pending investigation - member is under investigation for a possible violation of Department policy and/or procedure.
    - b. Training lapse - member failed to obtain MPCTC recertification in accordance with training guidelines.
    - c. Other - as determined by suspending officer.
  3. The date, time, and location of the suspension review hearing, if applicable.
  4. Whether the suspended member will be assigned a modified duty position.
  5. Equipment returned by the suspended member.  
**NOTE:** The Relinquished Property/Equipment Log portion of the form will be used to track all equipment returned, including the date and time the item was taken and the initials of the suspended member, the commander receiving the item, and a witness.
  6. Suspension instructions.
- Signed by the suspended member and suspending commander in the presence of a witness.

### **SUSPENDED MEMBERS**

- Read and sign the [Form 56](#).
- Relinquish to their commander at the time of suspension, if possible, all Department equipment and property assigned to them, including, but not limited to: firearm(s), magazines, ammunition, badges (2), hat shield, identification card, keys, cellular phone(s), radio(s), MPCTC certification card, Department vehicle, and any other Department equipment readily available, initialing the [Form 56](#) for each.
- Are not authorized to take police action during the suspension period.
- Restricted from areas of police facilities that are not normally open to the public. Access to restricted areas must be approved by the facility commander, and requires a continuous escort.  
**EXCEPTION:** Officers assigned to a modified duty status will be granted limited access to restricted areas of police facilities, as required for the specific modified duty assignment.
- Prohibited from carrying an off-duty firearm, unless otherwise authorized by their commanding officer.

- Requesting permission to carry an off-duty firearm under the Law Enforcement Officers Safety Act of 2004 (LEOSA) or a valid concealed weapons permit, will submit a [Form 12L](#) to their commanding officer explaining the need to carry a firearm off-duty.
- Prohibited from secondary employment involving security duties.
- Prohibited from attending in-service training, firearms qualifications, non-Department training, or specialized training until authorized by the Department to return to full-duty capacity.
- Are entitled under LEOBR to a suspension review hearing, only if suspended pending investigation.  
**NOTE:** This includes when the member's police powers are suspended but he/she is allowed to continue working in a modified duty status.

### **SUSPENDING OFFICERS**

- Must be sworn members who are a shift/unit commander or higher.
- May request assistance from the Legal Section.
- Meet with the suspended member and:
  1. Notify him/her verbally of the suspension.
  2. Collect the member's departmentally issued equipment, logging all items taken on the [Form 56](#).
  3. Review the [Form 56](#), including the suspension instructions.
- Prepare a [Form 258](#), including supporting documentation, if violations of rules and regulations have been identified.
- Forward the [Form 56](#), and [Form 258](#), if applicable, to the affected bureau commander, the ATSB, the OHR, and to the IAS commander for the information of the Chief of Police. Copies will be maintained by the suspended member and the suspending command.

### **SUPERVISORS**

- Refer to Field Manual Article 4-11.5 (Court and Hearing Attendance) for procedures regarding a suspended officer's pending court cases.

### **COMMANDERS**

- Immediately notify the OHR and the ATSB Commander when an officer is suspended or when a suspension is rescinded. If the suspended member poses a threat or danger to personnel or facilities, notification will be sent via telex/fax to all facility commanders.
- Update security at their respective facilities upon receiving notification of an officer's suspension or rescission of suspension.
- Issue a Form 260, Employment During Periods of Suspension Without Pay, to the suspended member, authorizing employment during the suspension period, when a suspension is without pay.
- Will make arrangements within 24 hours of the suspension to retrieve all remaining departmental equipment, documenting the return on the [Form 56](#).
- Deliver all returned property to the Materials & Facilities Management Unit for all members suspended for more than 10 consecutive days.
- Receiving a request to carry an off-duty firearm under LEOSA or a valid concealed weapons permit, will investigate whether the member is permitted to carry an off-duty firearm under LEOSA or a valid concealed weapons permit, prior to approving or denying the request.  
**NOTE:** The commander will provide a [Form 12L](#) to the suspended member either approving the carrying of an off-duty firearm, or stating the reason for the denial of the request.

## **SUSPENSION REVIEW HEARING**

- Attended by the:
  1. Suspended member and counsel (if available).
  2. Suspending officer.
  3. Suspended member's commander.
  4. Suspension Review Officer.
- Allows the suspended member to speak on his/her behalf.
- Is limited to the presentation of the circumstances surrounding suspension of the member in order to determine whether the suspension should continue.
- Will not require the suspended member to disclose information that may be inculpatory.
- Is not a public hearing. Neither members of the public nor the media will be admitted to such reviews.
- Is held on the first business day following the suspension from duty, or when practical.  
**NOTE:** The date and time of the hearing will be determined in agreement between the Suspension Review Officer and the member/member's counsel.
- May be waived by the suspended member, via a [Form 12L](#).

## **SUSPENSION REVIEW OFFICER**

- Must be the suspended member's division commander or higher rank, or in their absence, a division commander or higher, appointed by the member's bureau commander.  
**NOTE:** Appointments will be made by the highest ranking member of a section/division not under a bureau commander.
- May request assistance from the Legal Section.
- Determines what testimony will be heard relative to the purpose of the review.
- Records the review and forwards the recording to the IAS Commander for retention and inclusion in the investigative report, as may be warranted.
- Makes one of the following recommendations, in writing, to the ATSB Commander:
  1. Suspension was not justified and the member should be returned to duty.
  2. Suspension was justified but the member should be returned to duty.
  3. Suspension was justified and the member's suspension should continue.

## **ADMINISTRATIVE & TECHNICAL SERVICES BUREAU COMMANDER**

- Reviews the Suspension Review Officer's recommendation for compliance with applicable State and County law.
- Notifies the following, in writing, once a decision has been reached:
  1. Member involved.
  2. Member's commander.
  3. Member's division commander.
  4. Member's bureau commander.
  5. Legal Section Commander.
  6. Chief of Police.
  7. Police Personnel Section - Office of Human Resources (PPSOHR).

## **REFERENCE**

- Field Manual, Article 4 (Arrest, Custody, and Court).

## ***2-8.0 SUSPENSION OF OTHER EMPLOYMENT***

### **GENERAL**

- Suspension of other employment may be imposed as a result of a violation of the Department's rules and regulations, or for observed and documented member performance deficiencies.

- Suspension of other employment involving security duties will be imposed for members whose police powers are suspended.  
**NOTE:** Secondary employment not involving security duties must be approved by the Administrative & Technical Services Bureau Commander for all suspended members.
- For emergency suspension of other employment for disciplinary reasons, see Article 2, Section 8.1.

### **SUSPENDING OFFICER**

- Must be a shift/unit commander or higher.

### **SUSPENSION REVIEW OFFICER**

- Will be the member's division commander.
- May end the suspension of any other employment.
- Will order continued suspension of uniformed other employment when the acts alleged to have been committed are of such a serious nature that, in the judgment of the Suspension Review Officer, the interests of the Department would be best served.

### **REFERENCES**

- Administrative Manual, Article 7, Section 11.2 (Other Employment by Sworn Members/Cadets).
- Administrative Manual, Article 7, Section 11.2.5 (Prohibitions and Restrictions).

## ***2-8.1 EMERGENCY SUSPENSION OF OTHER EMPLOYMENT (FOR DISCIPLINARY REASONS)***

### **GENERAL**

- Final disposition of the emergency suspension will be decided through the disciplinary process.

### **SUSPENDING OFFICERS**

- Must be a shift/unit commander or higher.

### **SUSPENSION REVIEW ATTENDEES**

- Members having their other employment suspended and counsel, if desired.
- Member ordering the suspension and/or the commander of members having their other employment suspended.
- Suspension Review Officer.

### **SUSPENSION REVIEW OFFICER**

- Will be the member's division commander.
- May end the suspension of any other employment.
- Will order continued suspension of uniformed other employment when the acts alleged to have been committed are of such a serious nature that, in the judgment of the Suspension Review Officer, the interests of the Department would best be served.

### **CHIEF OF POLICE**

- Or his/her designee, accepts, rejects, or modifies the recommendations of the Suspension Review Officer when the acts alleged to have been committed are of such a serious nature that, in the judgment of the Chief or his/her designee, the interests of the Department would best be served.

## **REFERENCE**

- Administrative Manual, Article 7, Section 11.2.5 (Prohibitions and Restrictions).

## **2-9.0 ALTERNATIVE DISCIPLINARY PROCESS (ADP)**

### **ADP USE CRITERIA**

- Allegations may be minor in nature (see Section 2.1, "Commanders," for applicable violations).
- Allegations must be serious enough to compel formal disciplinary action. The commanders of both the accused and IAS must be in agreement with the appropriateness of ADP for resolving the case and the discipline to be offered.
- The accused must agree to the recommended disciplinary action.

### **COMMANDER OF THE ACCUSED**

- Receiving a [Form 258](#), which may be resolved through the ADP, must contact the IAS Commander to discuss the:
  1. Merits of the case.
  2. Feasibility of handling the case through ADP.
  3. Recommended discipline.
- When an agreement is reached regarding the use of ADP and the recommended discipline, will forward the original [Form 258](#) to IAS, noting the agreed upon disciplinary recommendation.
- Arranges a meeting with the accused to discuss the allegation and recommended discipline offered.

**NOTE:** The LEOBR need not be given but the accused may have counsel present.

- When the accused accepts the recommended discipline, will:
  1. Complete the Form 80, in accordance with Section 10.0.
  2. Note on the Form 80 the sections for which the accused is being charged and any support sections.
  3. Have the accused sign the Acceptance of Approved Disciplinary Action page of the Form 80.
  4. Explain to the accused that:
    - a. The acceptance of discipline only applies under ADP.
    - b. Additional investigations and disciplinary actions may result if other allegations or information comes to light.
    - c. This procedure will not excuse the accused from being interviewed at a later time to supply information pertaining to other members or additional allegations.
  5. Return the Form 80 series to IAS for processing.
- If the accused does not accept the recommended discipline, will:
  1. Order the accused, in writing, not to discuss the case.
  2. Notify IAS of the refusal.

## **REFERENCES**

- [Memorandum of Understanding \(MOU\)](#).
- Section 2.1 (Complaints Against the Department and/or Sworn Members).
- Section 10.0 (Form 80, Notification of Sustained Violations and Disciplinary Settlement Report).

## **2-10.0 ADMINISTRATIVE HEARING BOARD PROCESS**

### **GENERAL**

- Administrative Hearing Boards are not judicial proceedings.
- A guilty verdict requires merely a preponderance of the evidence.
- An Assistant County Attorney, or a person so designated by the Chief of Police, will present circumstances of the alleged offense to the Administrative Hearing Board. The admission of evidentiary materials and statements will be governed by the LEOBR.
- Members have the right to be represented by counsel of their choice.
- Administrative Hearing Board members will be notified of an administrative hearing by memorandum from the Legal Section.
- If officers have been charged according to this article and are notified that an administrative hearing board will take place and they refuse to appear, resign, or otherwise fail to appear, the Administrative Hearing Board may proceed in their absence. The results of the board will be placed in the member's personnel folder.

### **HEARING PROCESS**

- The hearing will be conducted under the direction of the senior-ranking member designated as the chairperson.
- The chairperson will call the hearing to order and advise the parties that the proceedings of the hearing will be recorded but not transcribed unless deemed necessary later.
- The chairperson will inquire of the accused member if a copy of the charges and specifications to be heard have been received.
- If the prosecution and defense are ready to proceed, each charge and specification will be read, unless waived, and the accused will enter a plea to each.
- The chairperson will direct the prosecution to begin its case and will instruct all present that all testimony under oath or affirmation is subject to the penalties of perjury.
- The chairperson will resolve issues as to the admissibility of any evidence.
- After completion of the prosecution's case, the chairperson may direct a verdict for the accused or will direct the defense to proceed. Counsel will be advised of the appropriate time for presenting matters in mitigation or extenuation.
- Upon completion of arguments, the hearing room will be cleared and the Administrative Hearing Board will make an objective review of all evidence brought before the member, being careful not to prejudice the case as to the innocence or guilt of the accused.
- Administrative Hearing Board members will then make a determination of innocence or guilt as to each charge and specification and will inform other Administrative Hearing Board members of their decision when requested by the chairperson. A majority will decide the verdict on each charge and specification.
- All interested parties will then reenter the hearing room where the findings on each charge and specification will be announced. The exact time of the clearing and recalling of all parties will be noted in the record.
- If the accused is found:
  1. "Not Guilty" of all charges, the chairperson will announce the conclusion of the case and adjourn the hearing.
  2. "Guilty" on any charge, the chairperson will advise counsel the matters of mitigation or extenuation may be presented.
- At the completion of any matters in mitigation or extenuation, the hearing room will be cleared and the chairperson will cause another vote to be taken as to punishment. Voting will be finished when a majority is reached.
- All interested parties will then reenter the hearing room. The exact time of clearing and recalling of all parties will be noted in the record.

- The chairperson will inform the parties of the judgment reached and that it will be forwarded to the Chief of Police. An appropriate written report will be prepared by the chairperson for the Chief of Police within 48 hours.
- In the case of a split decision by the Administrative Hearing Board in the rendering of a guilty verdict, the reasons for the dissenting opinion will be noted in this report. The report will follow the format provided by the Legal Section. A copy of this report will be provided to accused members or their defense counsel.
- Should termination be the recommendation of the Administrative Hearing Board, the chairperson will contact the Chief of Police. The Administrative Hearing Board Chairperson will then notify the following that the accused is immediately suspended with pay until the Chief of Police makes a final determination:
  1. The accused.
  2. The accused's commander.
  3. The accused's division commander.
  4. The accused's bureau commander.
  5. ATSB Commander, if different then the accused's member's bureau commander.
  6. Legal Section Commander.
- The final decision of the Chief of Police will be forwarded to the Legal Section for preparation of appropriate orders. These orders are to be signed by the Chief of Police and disseminated accordingly.

## **2-11.0 FORM 80, NOTIFICATION OF SUSTAINED VIOLATIONS AND DISCIPLINARY SETTLEMENT REPORT**

### **2-11.1 INITIATING THE FORM 80**

#### **FORM 80**

- Prepared by IAS upon completion of an investigation where allegations against a member have been sustained.  
**EXCEPTION:** The accused member's commander will initiate the Form 80 for investigations of departmental traffic accidents and cases handled under the Alternative Disciplinary Process (ADP).
- Reviewed by the Legal Section when serious discipline infractions and/or charges apply.
- Forwarded to the accused member's commander.

#### **COMMANDERS RECEIVING FORM 80**

- Review all facts and material developed during the investigation.
- Meet and confer with the bureau/division commander to determine any disciplinary action for serious infractions and/or charges.
- Discuss the disciplinary recommendations with the IAS Commander, to agree on the appropriate level of discipline. If an agreement is:
  1. Not reached, the IAS Commander will consult with the member's bureau commander/designee, division commander, and Legal Section representative prior to remanding the case to an Administrative Hearing Board.
  2. Reached, the recommended discipline will be entered on the Form 80.

### **2-11.2 APPROVED FORM 80**

#### **ACCUSED MEMBER'S COMMANDER**

- Informs the member of the recommended disciplinary action and rights afforded through the LEOBR, if applicable.
- When recommended disciplinary action is accepted:

- 1. Signs the Form 80, witnessing the acceptance of disciplinary action.
- When recommended disciplinary action is not accepted:
  1. Signs the Form 80, witnessing the member's non-acceptance of the disciplinary action.
  2. Provides copies of Form 80 to the accused member.

### **ACCUSED MEMBERS**

- Review the Form 80 and any attachments that are to be placed in their personnel file.
- Decide whether or not to accept approved disciplinary action.
- Accepting disciplinary action:
  1. Sign the Form 80, indicating they have read the form and accept the recommended disciplinary action.
  2. Check the applicable statement to indicate if they plan to submit written comments for inclusion in the file.
- Not accepting disciplinary action:
  1. Sign the Form 80, indicating non-acceptance of the approved disciplinary action and initiating a request for an Administrative Hearing Board.
  2. Notify the Legal Section as to their attorney and the names of all witnesses to be summonsed.

### **INTERNAL AFFAIRS SECTION**

- Forwards all appropriate reports and correspondence relevant to non-acceptance of approved disciplinary action to the Legal Section.

### **LEGAL SECTION**

- When recommended disciplinary action is not accepted, prepares two copies of the Form 80 and all supporting reference material for the Legal Section and the accused member's legal representative.

## **2-11.3 COMPLETION OF FORM 80**

### **DISCIPLINED MEMBER'S COMMANDER**

- Forwards the original Form 80, the written comments of the accused member, and relevant correspondence to the IAS Commander.

### **INTERNAL AFFAIRS SECTION**

- Distributes the Form 80, and if applicable, the Administrative Hearing Board report and subsequent Chief's review.

## **2-12.0 CASE EXPUNGEMENT**

### **GENERAL**

- The expungement of complaints against Department members through IAS will be in accordance with the LEOBR, MOU, and the Baltimore County Records Management Policy.
- Requesting members will submit a [Form 12L](#) to IAS requesting expungement of eligible case records.
- IAS will notify the requesting member via [Form 12L](#) when eligible cases are expunged.

### **REFERENCES**

- Field Manual, Article 4 (Arrest, Custody, and Court).
- [LEOBR, Annotated Code of Maryland](#).
- [Memorandum of Understanding \(MOU\)](#).



## **ADMINISTRATIVE INVESTIGATIONS AND REPORTS**

### **Article 3**

- 3-1.0 Unusual Occurrences [rev. 05/2009]**
- 3-2.0 Critiques of Critical Incidents [rev. 05/2009]**
- 3-3.0 Motor Vehicle Pursuit Review Policy [rev. 05/2011]**
- 3-4.0 Firearms Discharges [rev. 05/2009]**
  - 3-4.1 Investigative Responsibilities [rev. 05/2009]*



# **ADMINISTRATIVE INVESTIGATIONS AND REPORTS**

## **3-1.0 UNUSUAL OCCURRENCES**

### **GENERAL**

- A thorough administrative investigation will be conducted whenever there is an Unusual Occurrence as defined below, unless the Internal Affairs Section (IAS) or the Homicide/Missing Persons Unit (HMPU) is investigating the incident. The instructions and format for this type of investigation will be contained in the Unusual Occurrence Administrative Investigation Packet (UOA1) and kept in each command.

### **UNUSUAL OCCURRENCES**

- Are defined as:
  1. Escapes or attempts.
  2. Serious injury or death of any person or caused by any person in the care and custody of the Department.
  3. Suicide or attempts of any person in the care and custody of the Department if the victim is injured to the point of requiring medical treatment beyond routine examination.
  4. Serious injury, death, or substantial property damage resulting from any police action/activity (e.g., pursuits, searches, hostage situations, etc.).  
**NOTE:** Determinations of substantial property damage can be made by the Legal Section.
  5. Firearm discharges where the officer destroys or attempts to destroy an animal that is attacking or posing an immediate threat to a human.
  6. Any other situation as determined by the shift/unit commander.

### **INVOLVED MEMBERS**

- Immediately notify their supervisor/shift commander.
- Initiate an Incident Report.

### **SHIFT/UNIT COMMANDERS**

- Immediately after the occurrence:
  1. Notify the precinct/section commander.
  2. Begin a preliminary investigation as outlined in the [Form UOA1](#), Unusual Occurrence Administrative Investigation, to include collecting original critical documents and obtaining statements from those involved in the occurrence.
  3. Advise the 9-1-1 Police Liaison.
- Initiate an Incident Summary.
- Will complete the [Form-UO1](#), Shift/Unit Commander's Unusual Occurrence Preliminary Report, within 24 hours regardless of who is responsible for the investigation as instructed in the [UOA1](#).
- Return the original [Form UO1](#) and enclosures to the [UOA1](#) after review and endorsement by the precinct/section commander.  
**NOTE:** In the absence of a shift/unit commander, the sergeant/supervisor will be responsible for the above duties.

### **COMMANDERS**

- Appoint an investigator who:
  1. Is of the rank of sergeant or higher.  
**EXCEPTION:** Units regularly utilizing corporals as squad supervisors can select a corporal as the investigator.
  2. Is not involved in the incident.
  3. Will complete the formal administrative investigation.

- Direct the investigation ensuring compliance with all applicable instructions contained in the [Form UOA1](#).
- Obtain a case tracking number from the Operations Bureau during normal working hours.
- If a case tracking number needs to be withdrawn, the commander must:
  1. Request, in writing, the number to be withdrawn and reason for the withdrawal.
  2. Forward the request to the Operations Bureau through the chain-of-command.
- Consult with the IAS Commander to determine investigative responsibility.
- Review, endorse and forward investigation through the chain-of-command to the Operations Bureau for retention.
- Retain a copy of the completed packet in a secure location at the originating precinct or section for the same length of time as the original is held in the Operations Bureau.

### **BUREAU/DIVISION COMMANDERS**

- Ensure appropriate steps are taken to implement final recommendations.
- Ensure commanders of any involved members not assigned to the originating precinct/section have the opportunity to review the investigation, if desired.
- After consultation with the Operations Bureau, may grant extensions on investigations if extraordinary circumstances exist.

### **OPERATIONS BUREAU**

- Provides the instructions and format packet for an Administrative Investigation to each command.
- Reviews the instructions and format packet periodically for necessary revisions.
- Establishes a numbering system to track all Unusual Occurrence investigations.
- Retains the original packets for a period of four years from the date of the occurrence or, if litigation results, four years after the resolution of the litigation.

### **INTERNAL AFFAIRS SECTION**

- Reviews all investigations involving the discharge of a firearm.

## ***3-2.0 CRITIQUES OF CRITICAL INCIDENTS***

### **GENERAL**

- The critique process is a valuable method used to identify positive/negative action during a critical incident. Its purpose is to improve police response for the benefit of all involved.

### **CRITICAL INCIDENTS**

- Hostage/barricade situations.
- Natural or man-made disasters.
- Any unusual police action or activity.
- Any other situation or incident as determined by the Operations Bureau Commander.

### **OPERATIONS BUREAU COMMANDER**

- Coordinates the scheduling of critiques in a timely manner.
- Or designee, directs the critique process, using the following agenda as a guide:
  1. Review of the incident.
  2. Problem identification.
  3. Open debate on problem areas.
  4. Recommendation for solutions.
  5. Open forum.
  6. Assignment of research projects, if necessary.
  7. Forwards a copy of critique summaries to all affected commands.

## **PRECINCT/SECTION COMMANDERS**

- Ensure a representative from each unit/section/division involved in the incident participates in the critique.
- Compile a written summary of the critique outlining the results including, but not limited to:
  1. Offense number.
  2. Date, time, and duration of the incident.
  3. Location.
  4. Final disposition of subjects.
  5. Victim information.
  6. Supervisors on scene.
  7. Specialized units/sections on scene.
  8. Cost analysis.
- Forward the original summary to the Operations Bureau Commander, retaining a copy for the precinct.

## ***3-3.0 MOTOR VEHICLE PURSUIT REVIEW POLICY***

### **PRIMARY PURSUIT OFFICERS**

- Complete a [Form 213](#), Motor Vehicle Pursuit Report (original and one copy).  
**EXCEPTION:** The first member asked to assist another jurisdiction in a pursuit will complete the pursuit report.

### **PURSUIT SUPERVISORS**

- Complete the supervisor's narrative section of the [Form 213](#) and ensure accuracy, legibility and completeness of all pursuit reports.
- Forward the complete and accurate [Form 213](#) to the shift/unit commander.

### **SHIFT/UNIT COMMANDERS**

- Must forward the complete original pursuit report ([Form 213](#) only) to the Strategic Planning Team (SPT) within 30 days of a pursuit.  
**NOTE:** Subsequent changes to the report will be submitted on a [Form 12L](#), Intra-Department Correspondence.
- Conduct an administrative investigation immediately whenever a motor vehicle pursuit involving a member of this Department results in a fatality, serious personal injury to any person, or extensive property damage.
- Prepare a summary of the investigation report and a critique, via a [Form 12L](#), and forward it to their commander. This will include:
  1. A copy of the [Form 213](#).
  2. All related police reports.
  3. Photographs, diagrams, and media recordings.

### **COMMANDERS**

- Review all submitted pursuit reports/critiques and determine if:
  1. The pursuit conformed to policy.
  2. Training needs to be considered.
  3. Departmental disciplinary measures are appropriate.
  4. Policy changes should be considered.
- Prepare a [Form 12L](#) to their commander, including a synopsis of the findings, conclusions, and disposition recommendations of pursuits requiring an administrative investigation.
- Prepare a brief [Form 12L](#) to their commander for file retention purposes of pursuits not requiring an administrative investigation.

- Maintain a pursuit file involving any command member for a period of five years. This file will contain the following:
  1. A copy of the pursuit report, critique(s), and summaries.
  2. Photographs, diagrams, and media recordings (if available).

### **9-1-1 POLICE LIAISON**

- Will notify the Operations Bureau Patrol Division Commander, via electronic mail, of pursuits occurring in all precincts under his/her command.

### **SAFETY OFFICER**

- Correlates motor vehicle pursuit data for accident and safety issues.
- Produces periodic management reports regarding accident and safety issues.

### **STRATEGIC PLANNING TEAM**

- Collects [Form 213](#) data regarding motor vehicle pursuits.
- Issues an annual report analyzing this data.

### **REFERENCE**

- Field Manual, Article 9 (Vehicle Operations).

## ***3-4.0 FIREARMS DISCHARGES***

### **GENERAL**

- All firearm discharges by a Department member must be reported, investigated, and reviewed.  
**EXCEPTION:** Lawful hunting, target practice, and authorized training sessions.

### **FIREARMS**

- Include:
  1. Departmentally issued and;
  2. Privately owned firearms.

### **FIREARMS DISCHARGES**

- Types:
  1. Intentional discharge.
  2. Unintentional discharge, except during an authorized training session and where no injury or death results.
  3. Discharge of a member's firearm by another person, except during lawful hunting, target practice, or authorized training session, where no injury or death results.

## ***3-4.1 INVESTIGATIVE RESPONSIBILITIES***

### **GENERAL**

- The Homicide/Missing Person Unit (HMPU) will conduct criminal investigations to determine if violations of the law have occurred.
- The Firearms Discharge Review Board will conduct administrative reviews of all firearm discharges by a member to determine whether each discharge was in- or out-of-policy.
- The Internal Affairs Section (IAS) will conduct administrative investigations to determine violations of policy and/or procedures.
- Commanding officers will conduct administrative investigations of subordinate members in those instances when IAS does not conduct an investigation (e.g., animal destruction).

### **HOMICIDE/MISSING PERSONS UNIT (HMPU)**

- Has responsibility for the investigation of all intentional firearm discharges within Baltimore County.  
**EXCEPTION:** Destruction of animal cases.
- Has responsibility for the investigation of all unintentional firearms discharges within Baltimore County when an injury is sustained.
- Has the responsibility for investigations of all firearm discharges occurring in Baltimore County by a commissioned law enforcement officer of any agency when an injury is sustained.  
**EXCEPTION:** Destruction of animal cases.
- After consulting with the State's Attorney's Office (SAO), initiates criminal charges, if warranted.

### **FIREARMS DISCHARGE REVIEW BOARD**

- Consists of the IAS Commander (Board Chairperson), Crimes Against Persons Section Commander, Legal Section Representative, Training Section Commander (or his/her designee), Firearms Training Section Representative, and the Support Operations Division (SOD) Commander.
- Reviews all member firearm discharges and determines whether each discharge was in- or out-of-policy.
- Reviews each firearm discharge for matters concerning policy and/or training, as soon as practical after the incident, to determine whether recommendations or changes should be made in areas such as:
  1. Training.
  2. Supervision and accountability.
  3. Psychiatric counseling.
  4. Hiring/promotional criteria.
  5. Dispatch or deployment techniques.
  6. Operational policy and practices.
- Refers out-of-policy discharges to IAS for disciplinary consideration.
- Issues reports to the Chief of Police.

### **INTERNAL AFFAIRS SECTION**

- Is responsible for conducting the administrative investigation of all member-involved firearm discharges except:
  1. Destruction of or attempts to destroy animals.
  2. Unintentional discharges where there is no injury involved.
  3. Discharge of a member's firearm by another person.
  4. Discharge of the rubber baton projectile launcher during a tactical operation.
  5. Discharge of chemical agents during a tactical operation.**NOTE:** The SOD Commander investigates discharges of the rubber baton projectile launcher and/or chemical agents during tactical operations.
- Confers with the HMPU as soon as possible after an incident involving injury or death.
- Forwards investigations to a member's commander for appropriate disciplinary action when a discharge is determined to be out-of-policy.
- Ensures that the final disposition recommendations are implemented by referring:
  1. Dispositions directly affecting the involved member to the member's commander for implementation.
  2. Other dispositions to the appropriate bureau/division commander for implementation.
- Maintains files of all reports involving discharges of firearms.
- Submits a report annually to the Chief of Police summarizing the use of firearms during the previous year.

## **INTERNAL AFFAIRS SECTION COMMANDER**

- Is the Chairperson of the Firearms Discharge Review Board.
- Confers with the HMPU Commander to exchange information regarding the investigation and to ensure compliance with the LEOBR and the constitutional rights of all involved parties.
- Determines the need for further action upon completion of a review by the Firearms Discharge Review Board.

## **SHIFT/UNIT COMMANDERS**

- Are responsible for an administrative investigation of all firearm discharges in the following situations:
  1. Unintentional discharges by a member when no injury or death results.
  2. Unintentional discharges of a member's issued firearm by another person.
  3. Destruction of, or attempts to destroy animals, by use of a member's firearm.
  4. Any other firearm discharge by a member and not investigated by HMPU or IAS.
- **NOTE:** Follow the instructions, format and reporting procedures for an administrative investigation as stated in Section 1.0 of this article.
- Ensure that the 9-1-1 Police Liaison is notified of all firearm discharges involving a Department member.  
**EXCEPTION:** Lawful hunting, target practice, and authorized training sessions.
- Notify the involved member of his/her right to legal counsel in cases where injury or death is involved.
- Ensure that the involved member's immediate supervisor is assigned to complete the [Form 229](#), Officer's Firearms Use Report, containing all preliminary information, before the end of his/her tour of duty in cases involving injury or death.
- Complete the [Form UO1](#), Shift/Unit Commander's Unusual Occurrence Preliminary Report, and forward to the precinct/section commander.
- Determine if the incident was in- or out-of-policy and forward a copy of the documents from the completed investigation ([Form 229](#) and any other critical documents) to the precinct/section commander.

## **PRECINCT/SECTION COMMANDERS**

- Review preliminary firearms discharge investigations completed by the shift/unit commander.
- Consult with the IAS Commander if more than one member is involved from different commands.
- Upon determining the circumstances surrounding the discharge, confer with the IAS Commander to determine the need for additional investigation.
- Notify IAS if the preliminary investigation reveals that the discharge was an apparent violation of the law.
- Complete and distribute the [Form 229](#) as follows:
  1. Original - retained by member's commander.
  2. First copy - forwarded to the IAS Commander.
  3. Second copy - forwarded to member involved.
- Forward a copy of the [Form UO1](#) to the IAS.
- Remove the member from line-duty, pending an administrative review of a firearm discharge, if injury or death has resulted. After the review, the precinct/section commander will determine if the member should:
  1. Continue at present assignment.

2. Be placed in a non-line function.  
**NOTE:** If the member has been placed in a non-line function, the member may return to duty only after a release has been obtained from the Department-approved Psychological Services caregiver.
  3. Be suspended.
- Visit or contact the jurisdiction involved and obtain all available copies of the investigation if the discharge occurred outside of Baltimore County.
  - Thoroughly review all report forms and conduct any additional administrative investigation, as necessary.
  - Forward to the IAS Commander and to the bureau/division commander(s) of the member(s) involved copies of the [Form 229](#) within 24 hours of the incident.  
**NOTE:** Only the IAS Commander may grant an extension of the 24-hour deadline.
  - Upon completion of the administrative investigation, all reports will be forwarded to the bureau/division commander.

### **BUREAU/DIVISION COMMANDERS**

- Forward the completed administrative investigation reports with disposition recommendations to the IAS Commander within 10 days of receipt of the completed report.  
**NOTE:** Only the IAS Commander may grant an extension of the 10-day deadline.
- Assign a commander to conduct the administrative investigation if more than one member is involved from different commands in any of the following situations (See Section 1.0, Unusual Occurrences of this Article):
  1. Unintentional discharges where there is no injury or death involved.
  2. Unintentional discharge of a member's issued firearm by another person.
  3. Destruction of or attempts to destroy animals.

### **REFERENCE**

- Field Manual, Article 12 (Use of Force/Weapon Systems).



## **WRITTEN COMMUNICATION**

### **Article 4**

- 4-1.0 Policy and Procedural Manuals [rev. 10/2014]**
- 4-2.0 Departmental Orders [rev. 10/2014]**
- 4-3.0 Standard Operating Procedures (SOP) [rev. 11/2010]**
- 4-4.0 Departmental Messages [rev. 10/2014]**
- 4-5.0 Distribution of Orders and Messages [rev. 10/2014]**
- 4-6.0 Form 159, Order/Directive Verification [rev. 10/2014]**
- 4-7.0 Operations Bureau Operations Orders [rev. 04/2006]**
- 4-8.0 Departmental Records [rev. 04/2006]**
- 4-9.0 Police Reports [rev. 10/2014]**
- 4-10.0 Incident Record Logs [rev. 12/2015]**
- 4-11.0 Requests for New or Revised Forms/Reports [rev. 07/2013]**
- 4-12.0 Administrative Reporting Program [rev. 11/2010]**
- 4-13.0 Departmental Correspondence [rev. 09/1995]**
  - 4-13.1 Form 12L/12LA, Intra-Department Correspondence [rev. 07/2000]*
  - 4-13.2 Correspondence Referrals [rev. 07/2000]*
    - 4-13.2.1 Referrals from the Office of the Chief [rev. 07/2000]*
    - 4-13.2.2 Referrals from the Operations Bureau [rev. 07/2000]*
  - 4-13.3 Other Correspondence [rev. 03/2008]*
- 4-14.0 Accreditation Responsibilities – Command Level Files [rev. 11/2010]**



## **WRITTEN COMMUNICATION**

### **4-1.0 POLICY AND PROCEDURAL MANUALS**

#### **ADMINISTRATIVE AND FIELD MANUALS**

- Posted and maintained on the Department's Intranet site in an electronic format.
- Issued in printed format to selected commands to be used in the event that the electronic copies cannot be accessed.
- In printed form, will be:
  1. Maintained by the Commander or his/her designee.
  2. Placed in locations accessible to all personnel at all times.
- Will not be generated or reproduced using departmental equipment or supplies for members' personal use.

#### **STRATEGIC PLANNING TEAM**

- Maintains the electronic Administrative Manual and Field Manual on the Department's Intranet site, in a format that is capable of being copied to a transferable media device or disc by Department members.
- Maintains the revision dates for each section and subsection of the Administrative Manual and Field Manual.

#### **MATERIALS & FACILITIES MANAGEMENT UNIT**

- Distributes revised manual pages to the commands assigned printed manuals.

#### **ADMINISTRATIVE & TECHNICAL SERVICES BUREAU COMMANDER**

- Determines the number of printed manuals assigned to each command.
- Reviews requests for additional printed manuals.

### **4-2.0 DEPARTMENTAL ORDERS**

#### **DEPARTMENTAL ORDERS**

- Identify policies, procedures, rules, programs, personnel issues, etc.
- Consist of General Orders, Special Orders, Personnel Orders, and Personnel Announcements.
- Reviewed by shift/unit commanders with their personnel.
- Distributed to members via the members' e-mail accounts.
- Posted on the Department's Intranet site.

#### **GENERAL ORDERS**

- Authorized and signed by the Chief of Police.
- Affect the entire Department by reflecting a change or addition to a departmental policy or procedural manual. Members desiring such a change may submit a [Form 12L](#), Intra-Department Correspondence, through the chain of command to the Planning & Crime Analysis Section Commander. The [Form 12L](#) will include the affected manual (including the article/section number), the reasons for the change, and an outline of the change.
- Refer to the manual and article/section number to be changed, and any superseded orders and/or telexes.
- Retained in precinct/section reference binders for five years.

#### **SPECIAL ORDERS**

- Authorized and signed by the Chief of Police.

- Introduce new programs or procedures. Bureau/Division commanders identifying a need for a Special Order will document the need, have a draft prepared, and appoint a contact person to act as liaison with the Strategic Planning Team.
- Remain in force until permanently adopted or canceled.
- Retained in precinct/section references binder for five years.

### **PERSONNEL ORDERS**

- Introduce new or revised personnel procedures.
- Authorized by the Police Personnel Section - Office of Human Resources (PPSOHR) for distribution to all members.
- Signed by the Administrative & Technical Services Bureau (ATSB) Commander.
- Remain in force until canceled, suspended, or adopted into the Administrative Manual.
- Retained in precinct/section reference binders until revised or canceled.

### **PERSONNEL ANNOUNCEMENTS**

- Prepared by the Employee Relations Team (ERT) or the PPSOHR for distribution to all Department members.
- Signed by the ATSB Commander or by the authorizing member of the PPSOHR.
- Announce transfers, vacancies, promotions, commendations, retirements, etc.
- Retained in precinct/section reference binders for one year.

### **SELECTION PROCESS NOTICES**

- Prepared by the Employee Relations Team.
- Set out the selection process for specialized assignments.
- Signed by the Administrative & Technical Services Bureau Commander.
- Sent to members responding to previously published Personnel Announcements.

### **ORDER REVIEW PROCESS**

- Commands responsible for preparation of a General Order, Special Order, or Personnel Order will circulate a package including:
  1. A draft of the new/revised policy, procedure, or program.
  2. Current policy, procedure, or program.
  3. The appropriate review form.
- Packages will be sent to those commands designated by the individual authorizing the order.
- A package will be sent to the Planning & Crime Analysis Section for review and approval.
- Commanders, or their designees, will review and comment on the package.
- Comments will be placed on (or attached to) the appropriate review form and returned to the issuing command.
- Comments will be addressed and the package will be forwarded to the authorizing individual for approval.

### **STRATEGIC PLANNING TEAM**

- Prepares General Orders and Special Orders for distribution to all members.
- Maintains indexed files for General Orders and Special Orders.
- Maintains the revision dates for each section and subsection of the Administrative Manual and Field Manual.
- Issues an addendum, should a Special Order need to remain in force longer than five years.
- Maintains departmental orders on the Intranet in a format that is capable of being copied to a transferable media device or disc by Department members.

- Reviews departmental orders on a periodic basis for potential inclusion into the Administrative Manual and Field Manual.
- Distributes departmental orders via e-mail to Department members.  
**EXCEPTION:** Personnel Announcements are distributed to members' e-mail accounts by the issuing entity.

### **MEMBERS**

- Will not use departmental equipment or supplies to generate or reproduce any paper copies of departmental orders for personal use.

### **4-3.0 STANDARD OPERATING PROCEDURES (SOP)**

#### **STANDARD OPERATING PROCEDURES (SOP)**

- Affect one bureau, division, section, unit, etc.
- Must be accessible to all affected personnel.
- Include effective date, background, purpose, and procedure statements.
- Reference applicable departmental rules, regulations, orders, SOPs, law, accreditation standards, and police values.
- Classified by subject and related sub-topic.
- Prepared in yearly, numerical sequence and prefixed using the current year (e.g., 2012-XX, 2013-XX, etc.).
- Issued using a [Form 173](#), Standard Operating Procedure. Each page will contain an SOP number, subject, issuance (or revision) date, and the page number indicating sequence and total number of pages contained in order (e.g., 1 of 3, 2 of 3, etc.).
- Must be reviewed and approved by the Planning & Crime Analysis Section before issuance.
- Include the name and signature of the authorizing commander.
- Requiring revisions or additions will indicate original number, revision date, and revision number.

#### **ACCREDITATION/INSPECTIONS TEAM**

- Maintains a file of SOPs.

#### **COMMANDERS**

- Establish procedures for indexing, purging, updating and revising SOPs.
- Review annually those SOPs not self-canceling to determine if they should be canceled, revised, or continued. Documentation of this annual review will be kept in the issuing command.
- Revise or cancel SOPs which have been superseded, either wholly or in part, by a higher command.
- Ensure that newly assigned personnel review current SOPs. Certification of this must be kept in the individual's personnel folder at the command level.

#### **BUREAU/DIVISION SOP**

- Distributed to all supervisors within the bureau/division and to all bureau/division commanders.  
**EXCEPTION:** Operations Bureau SOPs will be distributed to all bureau members.
- Retained at the bureau/division office in an accessible file with a topical index.
- Retained in a three-ring binder by the affected precinct/sections.

#### **4-4.0 DEPARTMENTAL MESSAGES**

##### **DEFINITIONS**

- Up Front - Personal message from the Chief used for direct communication to all personnel; prepared by the Public Affairs Section.
- Informer - Educational tool for all Department members, reviewed, authorized, and prepared for distribution by the Planning & Crime Analysis Section (PCAS).
- Legal Brief - Covers developments in case law affecting the Department; prepared by the Legal Section.
- Safety Bulletin - Alerts Department members to unsafe conditions and how to avoid sickness and injury on the job; prepared by the Safety Officer.

##### **DEPARTMENTAL MESSAGES**

- Reviewed by shift/unit commanders with their personnel.
- Posted on the Department's Intranet site.
- Developed when the need is identified by Department members. Suggestions may be made to the issuing unit.
- Distributed to all Department members via their departmental e-mail accounts.
- Retained in a precinct/section reference binder for five years.
- Retained in an indexed file at the unit issuing the message.

##### **STRATEGIC PLANNING TEAM**

- Maintains departmental messages on the Intranet in a format that is capable of being copied to a transferable media device or disc by Department members.
- Reviews departmental messages on a periodic basis for potential inclusion into the Administrative Manual and Field Manual.
- Distributes departmental messages via e-mail to Department members.  
**EXCEPTION:** Up Fronts are distributed to members' e-mail accounts by the issuing entity.

##### **MEMBERS**

- Will not use departmental equipment or supplies to generate or reproduce any paper copies of departmental messages for personal use.

#### **4-5.0 DISTRIBUTION OF ORDERS AND MESSAGES**

##### **GENERAL**

- Departmental orders and messages will be distributed to the Department in electronic format via members' departmental e-mail accounts.
- The e-mail will contain the order or message as an attachment.
- Departmental orders and messages will be posted on the Department's Intranet site.
- Commanders will circulate a [Form 159](#), Order/Directive Verification, with one paper copy of the order or message attached, notifying members that an e-mail has been sent.  
**EXCEPTION:** Up Fronts.
- All members are responsible for reviewing the document to ensure that they are aware of the order or message. Each member will sign the [Form 159](#) acknowledging that they received the order or message via their departmental e-mail account.
- Each order or message will be retained on the Intranet until the retention period expires or they become incorporated into a departmental manual.

##### **STRATEGIC PLANNING TEAM**

- Receives an electronic copy of the order or message from the issuing entity.

- Distributes Department orders and messages via e-mail to Department members.  
**EXCEPTION:** Personnel Announcements and Up Fronts are distributed to Department members by the issuing entity.
- Posts orders and messages to the Department's Intranet site.

#### **4-6.0 FORM 159, ORDER/DIRECTIVE VERIFICATION**

##### **FORM 159, ORDER/DIRECTIVE VERIFICATION**

- Completion is mandatory for:
  1. Departmental Orders.
  2. Departmental Messages.  
**EXCEPTION:** Up Front.
  3. Standard Operating Procedures (SOPs).
  4. Personnel Announcements.
  5. Performance Appraisals.
  6. Written information regarding required training.
  7. Other relevant documents as specified by the commander, such as certain telex messages, information regarding special training opportunities, etc.
- Completed by squad/unit supervisors in original only.
- Retained in the commander's file for five years, keeping each year divided and each yearly subdivision divided by type of communication.

#### **4-7.0 OPERATIONS BUREAU OPERATIONS ORDERS**

##### **OPERATIONS ORDERS**

- Used when a special event, detail, operation, or investigation requires the use of personnel and equipment over and above the normal daily activities of any precinct/unit.
- Prepared by the commander having responsibility for personnel coordination and supervision of an event.
- Completed at least five days before an event, when possible. With less than five days notice, the order will be completed as soon as possible.
- Include an order number obtained from the Operations Bureau office.
- Include assignment of a supervisor and adequate personnel to meet detail needs.
- Completed on the appropriate form.
- Include the following on order supplements:
  1. Personnel needs and deployment.
  2. Equipment needs and car assignments.
  3. Appendices of maps, charts, etc.
  4. List of activities.
  5. General information (e.g., multi-agency coordination, intelligence, etc.).
- Approved and distributed by the appropriate division commander.  
**NOTE:** Approval of the Operations Bureau Commander is only required when the event affects personnel or operations in more than one division.
- Distributed, at a minimum, to the:
  1. Office of the Chief.
  2. Public Affairs Section.
  3. Operations Bureau.
  4. 9-1-1 Police Liaison.
  5. Affected and interested commands, as necessary.
  6. Traffic Engineering, if road closures are necessary.

## **COST ANALYSIS REPORT**

- Completed by the precinct/section commander of the operation.
- Includes the personnel and equipment costs for all units involved on the cost analysis form.
- Submitted on the appropriate form to the Operations Bureau office no later than seven days after completion of the event or cancellation date of the order.

## **FORM 21, AFTER ACTION REPORT**

- Records the results of the event for which the Operations Order was issued.
- Must be completed at the conclusion of all Operations Orders by the precinct/section commander of the operation.
- Submitted to the Operations Bureau no later than 14 days after completion of the event or cancellation date of the order.

## ***4-8.0 DEPARTMENTAL RECORDS***

### **DEPARTMENTAL RECORDS**

- Kept in accordance with the provisions of the law and departmental procedures.
- Limited to authorized members for use in the performance of departmental business.
- Cannot be removed from departmental facilities without proper authority or under due process of law.  
**NOTE:** Each precinct is to keep an updated copy of the Metropolitan District Map, Automated Dispatch System (ADS), Baltimore County Police Desk Officer Guide, and Line Inspection Manual.

## ***4-9.0 POLICE REPORTS***

### **PRECINCT FILING SYSTEM**

- Includes:
  1. All precinct copies of police reports which are not maintained electronically.
  2. Copies of arrest report forms containing original signatures.
  3. Copies of other forms as required by departmental policy.**NOTE:** Copies of arrest report forms which are not part of a current case will be filed separately and alphabetically by month.
- Is based on the Julian calendar:
  1. A file folder will be established for each day of the calendar year starting with "001" (January 1st) and ending with "365" or "366" (December 31st).
  2. Each folder represents the sequential day of the calendar year and is used to store all reports generated within the command on that day.
  3. The Julian calendar day corresponds to the third, fourth and fifth digits of the Central Complaint (CC) number. Example: Report #94-019-6214 would be filed in the folder marked "019" (which represents the 19th day of the year).
- Reports are filed sequentially within each folder using the last four digits of the CC number. This number represents the chronological order of the report for that day.
- Electronically-maintained reports will be printed only when absolutely necessary (e.g., court, administrative investigation, original signature required, etc.) and not for the sole purpose of filing a station copy.

### **DOCUMENT RETENTION**

- Documents are retained for one year. On each day, the appropriate file will be emptied of the previous year's reports to make room for the current year's documents for that day.
- Unless otherwise noted, at the end of the retention period, documents will be destroyed. Destruction of documents is the responsibility of the commander.

## **REPORT RELEASE**

- Persons or agencies not affiliated with the criminal justice system requesting copies of reports:
  1. Will be referred to the Information & Records Management Unit Inquiry Desk.
  2. Must meet criteria established and maintained within the section.
  3. Must be affected by the incident (e.g., victim, defendant, case attorney, etc.).
- Members requesting copies of reports for personal reasons must obtain the report in the same manner as the general public.
- This in no way affects current policy regarding news media releases or requests for statistical information.
- Electronically maintained reports will only be issued in a PDF format. This will serve as the official document.  
**NOTE:** Printed data fields from an electronic format (i.e., screen shots) are not official reports and will not be distributed.

## **REFERENCE**

- Field Manual, Article 2 (Traffic Procedures).
- Field Manual, Article 14 (Public Information).

### ***4-10.0 INCIDENT RECORD LOGS***

#### **MISSING PERSON LOG BOOK**

- Maintained at each precinct.
- Is a record ledger which is divided, left to right, containing at a minimum, the following columns:
  1. Central Complaint number.
  2. Adult or Juvenile.
  3. Location from where the person is missing.
  4. Date of the report.
  5. Time of the report.
  6. Investigating officer's name.
  7. Name of the missing person.
  8. Date of birth of the missing person.
  9. Address of the missing person.
  10. Approving supervisor's initials.
  11. Date sent to Information & Records Management Unit.
  12. Final disposition (i.e., CACU, HMPU, or Returned).
  13. Date of final disposition.
- Is to be retained for five years past the last entry date.

### ***4-11.0 REQUESTS FOR NEW OR REVISED FORMS/REPORTS***

#### **REQUESTS**

- Submitted through the chain-of-command to the Strategic Planning Team. Request information must include:
  1. Reasons for the request and a sample of the new or revised form.
  2. Division, precinct, or section that would use the form.
  3. Name and number of existing forms which may meet the requirements of the new format.
  4. Estimated number of copies needed.

## **STRATEGIC PLANNING TEAM**

- Reviews requests to verify that the form meets the needs in relation to existing policy and procedure.
- Upon completion of a form revision/creation, returns the form to the requesting unit/section for printing, if required, and notifies the Material & Facilities Management Unit of the revision/creation.

## ***4-12.0 ADMINISTRATIVE REPORTING PROGRAM***

### **ADMINISTRATIVE REPORTS**

- Are reports designed to provide information within the Department or to report Department activities to external sources.
- May be produced on a daily, weekly, monthly, or annual basis (e.g., Overtime Management Report, Table of Organization, Workforce Analysis, Annual Report, etc.).

### **ADMINISTRATIVE REPORT LISTING**

- Is compiled and revised by the Planning & Crime Analysis Section and includes:
  1. The name/type of administrative report(s).
  2. A statement as to the person(s) or position(s) responsible for the formulation of the report(s).
  3. A statement of the purpose of the report(s).
  4. A statement of the frequency of the report(s).
  5. A statement of the distribution of the report(s).
- Is revised and updated at least every three years.

### **REFERENCE**

- CALEA, Chapter 11.

## ***4-13.0 DEPARTMENTAL CORRESPONDENCE***

### **MEMBER'S IDENTIFICATION NUMBER**

- Is used on all official departmental forms, reports, correspondence, etc., except when the signature is clarified by the full printed or typewritten name.
- And name are referenced in report narratives and correspondence as follows:
  1. First reference:
    - a. Rank/title, first name initial and last name.
    - b. Departmental identification number and assignment.  
**EXAMPLE:** Corporal J. Doe, ID 0001, Precinct 1.
  2. Subsequent references may be shortened, using rank/title abbreviation and last name (e.g., Cpl. Doe).

### ***4-13.1 [FORM 12L/12LA](#), INTRA-DEPARTMENT CORRESPONDENCE***

#### **INTRA-DEPARTMENT CORRESPONDENCE**

- Used between offices within the Department.
- Prepared on either a [Form 12L](#) or Form 12LA.
- Containing confidential information to be sent through departmental mail will be placed in an envelope clearly marked "CONFIDENTIAL" or "PERSONAL."

#### **FORM 12L**

- Must be typewritten, with supplements done on plain white paper.

## **FORM 12LA**

- Must be printed, with supplements done on additional Form(s) 12LA.

## **FORM 12L FORMAT**

- Single-spacing, with double-spacing between paragraphs.
- Paragraph indentations and salutations will not be used.

## **SUPPLEMENT HEADING**

- Upper left corner - subject of [Form 12L](#).
- Top center - page number.
- Upper right corner - date of [Form 12L](#).

## **FORM 12L TO THE OFFICE OF THE CHIEF**

- Must be typewritten.
- Forwarded through the chain-of-command for review and endorsement at each level. Written endorsements will detail suggestions and recommendations. The word "reviewed" is not acceptable as an endorsement.
- The Chief of Police is committed to keeping an open line of communication between the Chief's Office and Department members.
- Correspondence concerning routine matters will be forwarded through the chain-of-command.
- Members unsuccessfully communicating to the Chief through the chain-of-command may contact the Chief's Office Manager. The Office Manager will advise the Chief of the member's communication.
- Confidential and personal correspondence sent directly to the Chief will be addressed "SPECIAL ATTENTION, CHIEF OF POLICE."  
**NOTE:** Members will not use this procedure to circumvent the chain-of-command in routine matters.

### **4-13.2 CORRESPONDENCE REFERRALS**

#### **CORRESPONDENCE REFERRALS**

- Used to track, control, and recover correspondence.
- Include the nature of the referral, relevant instructions and the commander designated to prepare the appropriate response.
- Must be returned by the suspense date listed, unless an extension is granted by the bureau/division commander. The bureau/division commander will notify the referral originator, when applicable, of a granted suspense extension.

#### **4-13.2.1 REFERRALS FROM THE OFFICE OF THE CHIEF**

##### **CORRESPONDENCE REFERRALS**

- Used for information requests and complaint investigations.
- Will include a written response from the appropriate commander. The response will note the action taken and pertinent remarks.

#### **4-13.2.2 REFERRALS FROM THE OPERATIONS BUREAU**

##### **CORRESPONDENCE REFERRALS**

- May have the response noted in the "REMARKS" section of the referral.
- Not requiring response may be disposed of or filed.

## **OPERATIONS BUREAU**

- Reviews requests for assistance, inquiries, and quality of service complaints from citizens and organizations.
- Determines if response can be handled at the command level.
- Checks bureau records to see if the matter is an unresolved issue from the past. If it is, the response cannot be handled at the command level.
- Records and assigns the matter to the appropriate command for investigation.
- Sends a letter of acknowledgment to the citizen or the organization. The letter will advise who is handling the matter and who to contact if response is not received in a timely manner.
- Sends a correspondence referral to the command assigned to investigate the matter. The referral will note a suspense date for resolving the matter, and will indicate at what level the response will be made.

## **COMMANDER RECEIVING REFERRAL**

- Checks referral to see what level response will be made. The commander will submit a report to the bureau commander if response will be made at the bureau level.
- Initiates an inquiry into the matter, ensuring that the complainant is contacted promptly.
- Sends a letter of response to the complainant, if the response is to be handled at the command level indicating the results of the investigation.
- Forwards a copy of the letter to the Operations Bureau Commander and the Office of the Chief (if the matter originated in that office).
- Retains a copy of the investigator's notes and the letter in file for three years.
- Maintains a log of referrals received and their disposition.

### ***4-13.3 OTHER CORRESPONDENCE***

#### **INTER-OFFICE CORRESPONDENCE**

- Form is used for correspondence between departments in the Baltimore County Government.
- Must be typewritten, with the following format:
  1. "TO:" - Name and title of individual.
  2. "FROM:" - "POLICE DEPARTMENT."
  3. Single-spacing, with double-spacing between paragraphs.
  4. Salutations, such as "Sir," will not be used.
  5. Member's signature, typed name, rank, and assignment.

#### **OUTSIDE CORRESPONDENCE**

- Prepared on departmental letterhead using proper form and grammar.
- Directed to Chief of Police, Commissioner, Director, CEO, etc., of the receiving agency will be prepared for the Chief's signature.
- Directed to elected officials requires a copy be forwarded to the Chief of Police for informational purposes.

#### **REGISTERED/CERTIFIED MAIL**

- Delivered to any police facility, (e.g., precincts, precinct substations, headquarters) will not be signed for by any member other than the addressee.  
**EXCEPTION:** If mail as noted above is delivered to the Public Safety Building and is addressed to the Chief of Police, the Legal Section will be notified and will respond to the lobby to sign and accept delivery.

#### **4-14.0 ACCREDITATION RESPONSIBILITIES - COMMAND LEVEL FILES**

##### **GENERAL**

- A list of commands and their accreditation standards will be maintained by the Accreditation/Inspections Team and respective bureau/division commanders.

##### **COMMANDERS**

- Must be familiar with standards affecting their command.
- Establish and maintain up-to-date files on assigned accreditation standards.
- Provide copies of relevant materials to the Accreditation/Inspections Team.
- Verify that new policy/procedure is not in conflict with accreditation standards.
- Forward each new policy/directive to the Accreditation/Inspections Team for their review. The Accreditation/Inspections Team will notify the commander in writing of their findings.
- Conduct an annual self-assessment, submitting findings to the bureau/division commander and the Accreditation/Inspections Team.
- Conduct a self-assessment upon transfer into a new command.



## **DEPARTMENT ORGANIZATION**

### **Article 5**

#### **5-1.0 Personnel Structure [rev. 05/2014]**

5-1.1 *Supervision (Permanent/Temporary) [rev. 05/2015]*

#### **5-2.0 Chief of Police [rev. 05/2014]**

5-2.1 *Office of the Chief of Police [rev. 05/2014]*

5-2.2 *Internal Affairs Section [rev. 05/2014]*

5-2.3 *Legal Section [rev. 05/2014]*

5-2.4 *Public Affairs Section [rev. 05/2014]*

#### **5-3.0 Administrative & Technical Services Bureau [rev. 05/2014]**

5-3.1 *Criminal Information & Analysis Division [rev. 05/2014]*

5-3.1.1 *Forensic Services Section [rev. 05/2014]*

5-3.1.2 *Planning & Crime Analysis Section [rev. 05/2014]*

5-3.1.3 *Evidence Management Unit [rev. 05/2014]*

5-3.1.4 *Information & Records Management Unit [rev. 12/2015]*

5-3.2 *Technical Services Division [rev. 05/2014]*

5-3.2.1 *Training Section [rev. 05/2014]*

5-3.2.2 *Employment Section [rev. 05/2014]*

5-3.2.3 *Materials & Facilities Management Section [rev. 05/2014]*

5-3.2.4 *Technology & Communications Section [05/2014]*

5-3.3 *Budget Management Section [rev. 05/2014]*

5-3.4 *Homeland Security Section [rev. 05/2014]*

5-3.5 *Honor Guard & Ceremonial Services Unit [rev. 05/2014]*

5-3.6 *Intelligence Unit [rev. 09/2016]*

5-3.7 *Employee Relations Team [rev. 05/2014]*

#### **5-4.0 Operations Bureau [rev. 05/2014]**

5-4.1 *Patrol Division [rev. 05/2014]*

5-4.1.1 *Patrol Precincts [rev. 09/2016]*

5-4.2 *Support Operations Division [rev. 05/2014]*

5-4.2.1 *Operations Support Section [rev. 05/2014]*

5-4.3 *Criminal Investigations Division [rev. 05/2014]*

5-4.3.1 *Persons Crimes Section [rev. 12/2015]*

5-4.3.2 *Property Crimes Section [rev. 10/2014]*

5-4.3.3 *Vice/Narcotics Section [rev. 05/2014]*

#### **5-5.0 Community Resources Bureau [rev. 05/2014]**

5-5.1 *Community & School Resources Section [rev. 09/2016]*

#### **5-6.0 Baltimore County Office of Human Resources [rev. 05/2014]**



## **DEPARTMENT ORGANIZATION**

### **5-1.0 PERSONNEL STRUCTURE**

#### **DEFINITIONS**

- Member - any individual, sworn or professional staff, employed by the Police Department, including volunteers.
- Commander - any member who commands a bureau, division, precinct or section.
- Shift/Unit Commanders or Team Supervisors - members designated to supervise the respective shift/unit or team.
- Chain-of-Command or "Channels" - passing correspondence or information from lower to higher rank within a member's assigned team, unit, section, precinct, division or bureau.

#### **GENERAL**

- Units are supervised by lieutenants, management analyst IIIs, personnel analyst IIIs, or other similar classifications.
- Teams and Management Groups are commanded/supervised by sergeants, corporals, management analyst IIs, personnel analyst IIs, or other similar classifications.

#### **ALL MEMBERS**

- Perform their duties in a manner consistent with Department values and in support of the Department's goals.
- Are accountable for authority delegated to them.
- Are held accountable for Department rules, regulations, and procedures.
- Have job specifications for their respective ranks and positions. These specifications are available, upon request, through the Baltimore County Office of Human Resources (OHR).
- Are assigned to shifts, per current Memorandum of Understanding (MOU) which provide continuous patrol coverage 24 hours a day, seven days a week.

#### **SWORN MEMBERS**

- Protect life and property.
- Prevent crime.
- Detect and apprehend violators.
- Preserve public peace.
- Enforce State and County laws over which the Police Department has jurisdiction.
- Perform the essential functions of a police officer.

#### **CHAIN-OF-COMMAND**

- The ranking order of sworn members, in descending order, is: Chief of Police, Colonel, Major, Captain, Lieutenant, Sergeant, Corporal, Detective/Officer 1st Class, and Officer.
- Professional staff members occupy positions at all levels of the Department. For specific information on the placement of professional staff members in the chain-of-command, refer to the Baltimore County Police Department's Table of Organization.

#### **ORDERS**

- Department members will obey lawful orders given by members of higher rank or by professional staff members having supervisory authority over them.
- Any member who receives a lawful order from the Chief of Police will carry out the order without regard to orders of other members.
- Lawful orders verbally relayed will be treated as personally given by the issuing member, regardless of the rank of the relaying member.

- If the order is in conflict with one previously given, the member will state that fact. If the order is repeated, it will be obeyed. Members issuing new orders will be held accountable for their actions.
- When personnel from one assignment assist those from another, members from the same assignment will have authority over the assisting members of equal or lower rank.

## **REFERENCES**

- [Baltimore County Classification and Compensation Plan.](#)
- [Baltimore County Code, Special Rule 5.](#)
- Baltimore County Police Department Table of Organization.
- [Memorandum of Understanding.](#)

### **5-1.1 SUPERVISION (PERMANENT/TEMPORARY)**

#### **SPAN OF CONTROL**

- Supervision at every level of the Department, whether permanent or temporary, should be limited to the number of employees that can be effectively managed.

#### **ABSENCES**

- During the temporary absence of any supervisor/commander, the senior ranking subordinate will assume command unless otherwise ordered. Seniority, if used, shall be determined as follows:
  1. Rank/grade.
  2. Time in rank/grade.
  3. Department tenure.

**NOTE:** For sworn members, use their date of appointment as a police officer.
- During the prolonged absence of a commander, the Chief of Police will designate an acting commander.
- During an extended absence of a precinct shift commander, the substituting officer will have the minimum rank of sergeant. If a sergeant is not available, the senior ranking officer on-duty will contact the shift commander of a neighboring precinct to assume shift commander responsibilities for both precincts. Senior ranking member is determined as follows:
  1. First preference - rank/grade.
  2. Second preference - time in rank/grade.
  3. Third preference - Department tenure, from date of appointment as a police officer.
- During absence of a sergeant in:
  1. Precinct commands, a corporal will supervise the team. If both are absent, the senior officer will supervise the team, unless otherwise directed by the commander.
  2. Other commands, a member designated by the commander will supervise the team.

**NOTE:** Professional staff cannot be compensated when substituting for/replacing sworn supervisors.
- Members assuming command will:
  1. Have all the authority and responsibility of the permanent supervisor/commander.
  2. Not countermand a standing order unless absolutely necessary.
  3. Submit a written report to their commander detailing the reason for countermanding an order.

## **5-2.0 CHIEF OF POLICE**

### **AUTHORITY**

- The Chief of Police has the authority to prescribe, promulgate, and enforce rules and regulations for governing Department members consistent with State and County laws.

### **DUTIES**

- Manages, directs and controls the Police Department to ensure the public safety and quality of life for the citizens of Baltimore County.
- Designates a member to serve as the Department's Accreditation Manager. The member will serve as the liaison to the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).  
**NOTE:** The designated member must receive accreditation manager training within one year of assignment, and should attend accreditation training at least once during each accreditation period.
- Designates a member to serve as the liaison to the Police Foundation.

### **ABSENCE**

- When the Chief of Police will be absent from duty, the Chief will appoint an acting Chief who will:
  1. Receive no additional compensation.
  2. Possess all powers, authority, and duties conferred by statute upon the Chief of Police except:
    - a. Promoting or demoting any member without authorization from the Chief.
    - b. Permanently transferring members.  
**NOTE:** The acting Chief may make temporary transfers, which will be considered permanent only upon the Chief's approval.

### **REFERENCES**

- [Baltimore County Charter](#).
- [Baltimore County Code, Title 24-3](#).

## **5-2.1 OFFICE OF THE CHIEF OF POLICE**

### **OFFICE STAFF**

- Coordinates the Chief's schedule and activities.
- Assigns and monitors complaints, inquiries, and issues for attention, action, or response.

## **5-2.2 INTERNAL AFFAIRS SECTION**

### **GENERAL**

- Responsible for ensuring adherence to all rules, regulations, and guidelines as established by the Department and the Chief of Police.
- Conducts internal investigations under the authority of the Chief of Police and based upon the findings, establishes innocence or guilt.
- Ensures that the members involved in an investigation are informed of the results of the investigation in a timely manner.
- Assists with maintaining the integrity of the Department and its members.
- Ensures an effective administrative disciplinary system.
- Monitors command-level investigations.

## **5-2.3 LEGAL SECTION**

### **GENERAL**

- Acts as liaison on behalf of the Department to the:
  1. State's Attorney's Office of Baltimore County.
  2. Office of Law for Baltimore County.
  3. District and Circuit Courts of Baltimore County.
- Acts as legislative liaison to the County Executive, County Council, Maryland General Assembly, and Congress.
- Prepares legal opinions upon written request.
- Provides legal advice on an emergency on-call basis.
- Drafts, reviews, testifies, and lobbies for legislation as required.
- Prepares the annual legislative update.
- Prepares, conducts, and records all administrative hearing boards.
- Handles all forfeiture proceedings for seized firearms, currency, vehicles, and other personal property.

## **5-2.4 PUBLIC AFFAIRS SECTION**

### **GENERAL**

- Ensures compliance with the Department's news media policy.
- Provides news releases, information exchange, facilitation of interviews, photo opportunities, etc.
- Upon request, provides information on victim/witness services to the public and other media resources.
- Acts as liaison for the Metro Crime Stoppers.
- Prepares, upon request, narratives to accompany reports, ceremonies, etc. (e.g., quarterly crime reports or awards ceremony, etc.).

## **5-3.0 ADMINISTRATIVE & TECHNICAL SERVICES BUREAU**

### **RESPONSIBILITIES**

- Assists management with all collective bargaining functions and grievance issues.
- Coordinates professional staff employee disciplinary investigations.

### **BUREAU COMMANDER**

- Responsible for:
  1. Criminal Information & Analysis Division.
  2. Technical Services Division.
  3. Budget Management Section.
  4. Homeland Security Section.
  5. Honor Guard & Ceremonial Services Unit.
  6. Intelligence Unit.
  7. Employee Relations Team.
- Manages and provides leadership to all components of the bureau to ensure the effectiveness and efficiency of services provided.
- Coordinates Department Office of Information Technology (OIT) matters.

### **EXECUTIVE OFFICER**

- Designated by the Administrative & Technical Services Bureau Commander.
- Assists in the administration of daily operations of the bureau.
- Coordinates daily and long-range activities of bureau staff.

- Confers with commanders and staff and monitors ongoing projects and bureau activities.
- Reviews proposed changes to existing policies and procedures and makes recommendations to the bureau commander.
- Manages and monitors the bureau's budget.
- Responsible for all trial boards and grievance hearings at the Chief's level and renders decisions on behalf of the Chief of Police.
- Issues subpoenas for trial boards.
- Acts as liaison with the Legal Section, the Baltimore County Office of Human Resources, and the State's Attorney's Office regarding the grievance process.

### **5-3.1 CRIMINAL INFORMATION & ANALYSIS DIVISION**

#### **DIVISION COMMANDER**

- Responsible for:
  1. Forensic Services Section.
  2. Planning & Crime Analysis Section.
  3. Evidence Management Unit.
  4. Information & Records Management Unit.
- Chairs a committee responsible for annually reviewing agency practices, including those in the areas of traffic contacts, field contacts, citizen concerns, and asset seizures and forfeitures, for compliance with the Department's policies prohibiting bias-based profiling.

#### **5-3.1.1 FORENSIC SERVICES SECTION**

#### **SECTION ENTITIES**

- Digital & Multimedia Evidence Unit.
- Crime Scene Team.
- Examination Team.
- Analysis Teams.

#### **DIGITAL & MULTIMEDIA EVIDENCE UNIT**

- Provides extraction of evidence from electronic data storage devices.
- Provides complete forensic examinations of electronic data storage devices for criminal investigations and prosecution.
- Extracts and enhances both digital and analog video images to allow better recognition of individuals and vehicles.

#### **CRIME SCENE TEAM**

- Responds to crime scenes specifically to identify, document, photograph, collect, process, enhance, and properly preserve physical evidence.

#### **EXAMINATION TEAM**

- Performs forensic processing, examinations, and tests for evidence.

#### **EVIDENCE PROCESSING**

- Performs chemical processing, shoeprint, and tire track analysis.

#### **LATENT PRINT EXAMINATION**

- Examines and classifies recovered crime scene fingerprints and palm prints (i.e., total, partial, and fragmented) submitted for comparison.
- Verifies the identity of individuals arrested in Baltimore County, by means of fingerprint comparisons to known fingerprints on file.

- Makes comparisons manually and through the Automated Fingerprint Identification System (AFIS).

### **QUESTIONED DOCUMENTS EXAMINATION**

- Documents requiring determination of fraudulence, genuineness, alteration, source, and/or authorship will be sent by the Forensic Services Section to an appropriate facility for examination.

### **FIREARMS IDENTIFICATION**

- Examines and compares ammunition and firearms.
- Performs distance determinations.
- Links unsolved shootings using the Integrated Ballistic Identification System (IBIS) computer database.
- Restores obliterated serial numbers.
- Ensures that all weapons coming into the possession of the Department as evidence are test fired prior to trial and entered into the IBIS.
- Verifies that the weapons are functional and/or determines if they were used in other crimes.

### **DIGITAL IMAGING**

- Enhances marginal images, such as latent fingerprints and shoeprint impressions to facilitate comparisons.
- Distinguishes various inks through infrared imaging.
- Processes and stores digital images.

### **PHOTOGRAPHY**

- Responds to crime scenes to assist with specialized/technical photography needs.
- Develops/prints Department digital images and film, performs photomechanical processing and custom copy work.

### **ANALYSIS LAB**

- Determines the presence and/or identity of biological and trace evidence, contraband, narcotics, and drugs in substances received for forensic testing.

### **BIOLOGY LAB**

- Identifies physiological fluids and performs DNA analysis on probative evidence to link the victim to the suspect or the victim/suspect to the crime scene.

### **CHEMISTRY LAB**

- Determines the presence and identity of controlled dangerous substances in forensic evidence.

## **5-3.1.2 PLANNING & CRIME ANALYSIS SECTION**

### **SECTION ENTITIES**

- Accreditation & Inspections Team.
- Crime & Traffic Analysis Team.
- Strategic Planning Team.

### **ACCREDITATION & INSPECTIONS TEAM**

- Supervisor serves as the Assistant Accreditation Manager.
- Coordinates, monitors, and inspects for compliance with accreditation standards.

- Collects documentation and prepares files to show proofs of compliance with accreditation standards.
- Maintains a file of departmental Standard Operating Procedures (SOPs).
- Conducts inspections based on established and proposed policies, procedures, and guidelines to improve Department performance.
- Ensures uniformity, efficiency, and service quality of operations.
- Conducts three types of inspections:
  1. Evaluation/Assessment.
  2. Focused Audit.
  3. Staff Inspection.
- Coordinates and monitors the Line Inspection Program.

### **CRIME & TRAFFIC ANALYSIS TEAM**

- Furnishes the Department, general public, and civic organizations with neighborhood/locale-based crime information.
- Maintains suspect method of operation file on specific crimes.
- Identifies crime and related trends for administrative action.
- Furnishes crime patterns and events to the field for tactical purposes.
- Gathers information on various criminal groups and their activities.
- Produces crime bulletins, post car alerts, and weekly crime trend reports.
- Assists specialized units with mapping evidence/incidents for use in court.
- Generates and disseminates possible suspect lists to the Robbery Unit, Burglary Unit, and Regional Auto Theft Task Force (RATT) for investigative purposes.

### **SCANNING & FORECASTING TEAM**

- Monitors and reports on social, political, economic, demographic, and technological changes.
- Forecasts events having a probability of affecting the citizens of Baltimore County.
- Prepares crime reports, work force allocation, and dispatch plans.
- Identifies changes in conditions or crime patterns that may affect the quality of life and/or the delivery of police services to the citizens of Baltimore County.
- Determines whether precinct boundaries, car sectors, and reporting areas need to be altered. If so, creates alternate configurations that optimize police service.
- Maintains the Department of Corrections Release File, and produces reports on recent releases.
- Produces annual statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)).
- Responds to Public Affairs Section requests for high profile cases and events.

### **TRAFFIC CRASH ANALYSIS TEAM**

- Identifies locations having a high number of crashes.
- Associates crash locations to causes and contributing factors.
- Identifies high Driving Under the Influence (DUI) locations.
- Produces reports and performs research on traffic crashes in Baltimore County.
- Collects information and data relevant to service populations.
- Serves as liaison between the Crime & Traffic Analysis Team, Traffic Management Unit, and other federal/state/local agencies.

### **STRATEGIC PLANNING TEAM**

- Prepares, changes, and revises the Department's Field and Administrative Manuals.
- Prepares Special Orders to introduce new Department programs and procedures.

- Compiles data and statistics and produces the Department's Annual Report.
- Develops short and long range strategic plans to advance the efficiency, effectiveness, and goals of the Department.
- Facilitates and monitors the progress and results of Department goals and objectives while maintaining compliance with the standards of the profession.
- Conducts research on law enforcement issues, and prepares recommendations.
- Creates, revises, reviews, and approves Department forms.
- Conducts special projects, as directed by the Chief.
- Collects vehicle pursuit data and produces an annual pursuit report.
- Maintains the Department's Intranet site.
- Distributes orders and messages via departmental e-mail messages.

### **5-3.1.3 EVIDENCE MANAGEMENT UNIT**

#### **GENERAL**

- Responsible for the safekeeping, proper storage, records management, and disposal of all property and/or evidence delivered to the Unit.
- Reviews laws and policies ensuring strict compliance governing storage and handling of evidence.
- Maintains such reports and files as directed by law and the Division Commander.

### **5-3.1.4 INFORMATION & RECORDS MANAGEMENT UNIT**

#### **UNIT RESPONSIBILITIES**

- Citation Control.
- Inquiry & Telecommunications.
- Records Administration.
- Records Custodian.
- Report Processing & Review.
- Warrant Control.
- Information Processing Team.
- Telephone Reporting Team.
- Traffic Stop Data Collection Team (TSDC).
- Management of all records, documents, warrants, and other information relative to offense/incidents, arrests, telecommunications, etc.

#### **CITATION CONTROL**

- Issues and tracks Maryland Uniform Complaint and Citation books, Forms DR-15A, Officer's Certification and Order of Suspension Form, and Parking Citation books.
- Processes all handwritten citations.
- Provides copies of "Must Appear" citations with probable cause statements to the State's Attorney's Office, and forwards the information for scanning into the Records Management System (RMS).
- Processes voided citations.

#### **INQUIRY & TELECOMMUNICATIONS**

- Inquiry desk personnel are responsible for:
  1. Collecting, maintaining, and disseminating all incident reports.
  2. Logging and entering arrest data into the appropriate file systems.
  3. Maintaining criminal history files and other information in compliance with state and federal laws.

4. Conducts an initial review of police reports submitted through the Citizens On-line Reporting system - Petty Theft Shoplifting Program.
- Telecommunications personnel maintain communications with the Maryland Interagency Law Enforcement System (MILES), National Crime Information Center (NCIC), National Law Enforcement Telecommunications Systems (NLETS), Maryland Electronic Telecommunications Enforcement Resource System (METERS), and other law enforcement agency systems.

#### **RECORDS ADMINISTRATION**

- Provides information to the public.
- Sorts and distributes Department mail.
- Handles all criminal history/record information.
- Maintains records, verifies information and/or cancellations of stolen property, warrants, and missing persons.
- Provides archive services for Department records.
- Issues and maintains records of traffic citation books.

#### **RECORDS CUSTODIAN**

- Performs quality control checks to ensure continuity and proper completion of records management functions.
- Serves as Terminal Agency Coordinator for METERS.
- Ensures timely and accurate responses to legal requests for production of documents.
- Reports directly to the Information & Records Management Unit Commander.

#### **REPORT PROCESSING & REVIEW**

- Reviews incident/offense reports, supplements, criminal and civil citations for accuracy and completeness.
- Scans police reports, and selected forms, which are not electronically maintained into the automated records management system (RMS).
- Reviews Uniform Crime Report (UCR) codes entered into reports to ensure compliance with state and federal reporting requirements.
- Makes corrections and modifications to UCR codes when necessary.

#### **WARRANT CONTROL**

- Records, files, and disperses criminal warrants and summonses for Baltimore County and other agencies for service.
- Prepares and enters warrants into the appropriate computer network.
- Files and stores protective orders and interim orders.
- Enters protective orders and interim orders into NCIC/METERS.

#### **INFORMATION PROCESSING TEAM**

- Enters information into the RMS in an accurate and timely manner.
- Checks data in the RMS for accuracy.
- Produces monthly Uniform Crime Reports.

#### **TELEPHONE REPORTING TEAM**

- Responsible for taking offense/incident reports by telephone per policy.
- Supervisors review, and approve or reject reports submitted through the Citizen On-line Reporting system.

#### **TRAFFIC STOP DATA COLLECTION TEAM (TSDC)**

- Reviews [Forms 9](#), Traffic Stop Data Collection, for completeness and accuracy.

- Uses Forms 9A, Traffic Stop Data Collection Correction Form, to return incorrect [Forms 9](#) and related documentation to members' commanding officers for correction.
- Tracks Forms 9A by officer and supervisor.
- Monitors Forms 9A to ensure errors are corrected and databases are updated.
- Enters correct and accurate [Forms 9](#) into a database.
- Maintains files on traffic stops incorrectly reported by Computer Aided Dispatch (CAD).
- Generates management reports.
- Enters criminal citations information into a database.

### **5-3.2 TECHNICAL SERVICES DIVISION**

#### **DIVISION COMMANDER**

- Responsible for:
  1. Training Section.
  2. Employment Section.
  3. Materials & Facilities Management Unit.
  4. Technology & Communications Section.
- Is the Department's Computer Security Coordinator/Liaison to the Baltimore County Office of Information Technology.

#### **5-3.2.1 TRAINING SECTION**

#### **SECTION ENTITIES**

- In-Service Training Unit.
- Recruit Training Unit.
- Firearms Training Team.

#### **IN-SERVICE TRAINING UNIT**

- Provides continuous training for members per Maryland Police and Correctional Training Commissions (MPCTC) mandates and accreditation standards.
- Provides specialized training when necessary and/or upon request.
- Coordinates all educational programs affiliated with the Department.
- Maintains attendance and academic records of all persons attending courses conducted by, or in cooperation with, other agencies and the Department.
- Conducts needs assessments to determine necessary training and development issues.
- Identifies executive training components within the private sector applicable and available to select members of the Department.
- Selects appropriate training professionals to provide executive seminars and/or command level workshops.
- Develops and presents training programs designed to enhance the effectiveness and efficiency of the Department.
- Serves as a resource to the Department regarding supervisory, management, and executive training issues.
- Coordinates the Department's Field Training Program.

#### **RECRUIT TRAINING UNIT**

- Assures compliance with MPCTC/Basic and accreditation mandates for employees participating in recruit/entrance level training.
- Maintains all attendance and academic records of those attending recruit/entrance level training.

- Periodically evaluates all courses of instruction to maintain curriculum specific to the needs and goals of police services and the Department.
- Reviews and maintains accurate and complete copies of all Special, General, and Personnel Orders and other written directives to properly revise teaching programs.
- Coordinates the Department's Cadet Program.

### **FIREARMS TRAINING TEAM**

- Inspects, repairs, and maintains all Department weapons and ammunition.
- Establishes and maintains records of:
  1. Qualification dates and scores of members.
  2. Service and repairs to Department firearms and related equipment.
  3. Firearms training and qualification standards for all members.
- Controls access to and use of the range facility.
- Responsible for firearms training, repairs, and qualifications, as required by the MPCTC.

### **5-3.2.2 EMPLOYMENT SECTION**

#### **GENERAL**

- Responsible for:
  1. Background Investigation Team.
  2. Polygraph Team.

#### **BACKGROUND INVESTIGATION TEAM**

- Coordinates the various phases of the hiring process for police officer and cadet applicants (e.g., physical agility testing, Personal History Statement (PHS) book returns, etc.).
- Conducts background investigations on all applicants to the Department.
- Verifies all records and information and develops various other background information.
- Prepares reports on investigation findings and maintains appropriate records and data.
- Researches, develops, and reviews standards associated with the hiring process.
- Works with the Baltimore County Office of Human Resources (OHR) to coordinate other stages of the hiring process (e.g., written exams, medical, and psychological screening, etc.).

#### **POLYGRAPH TEAM**

- Conducts applicant, criminal, and other polygraph examinations as necessary.
- Maintains records required by the Department and Maryland law.

### **5-3.2.3 MATERIALS & FACILITIES MANAGEMENT UNIT**

#### **COMMANDER**

- Responsible for:
  1. Facilities Planning & Fleet Management.
  2. Public Safety Building Security.
  3. Uniform & Supply Team.
- Serves as liaison to the security contractor for Baltimore County office buildings.
- Serves as the Department's Americans with Disabilities Act (ADA) liaison.

#### **FACILITIES PLANNING & FLEET MANAGEMENT**

- Responsible for design, liaison, and oversight of police facility construction and/or renovations in compliance with all applicable codes and standards in liaison with Property Management.
- Receives building maintenance requests, and makes referrals to Property Management.

- Prepares the capital budget for the Department relative to renovation/construction of police facilities.
- Works with Property Management to coordinate custodial/cleaning requirements for Department facilities.
- Conducts limited background checks of service vendors with access to police facilities.
- Assigns, monitors, equips, and supervises the Department's vehicles.

### **PUBLIC SAFETY BUILDING SECURITY**

- Provides security to the Public Safety Building.
- Administers the Public Safety Building security access plan.
- Administers identification card access for all Department facilities.
- Provides LiveScan fingerprinting services for County job applicants.

### **UNIFORM & SUPPLY TEAM**

- Coordinates all issues relating to Department uniforms, equipment, supplies, and other materials.
- Maintains inventory tracking system for all uniforms, equipment, supplies, and other materials.
- Responsible for dissemination of Intra-Department mail.
- Tracks forfeited, donated, or converted military surplus property.

## **5-3.2.4 TECHNOLOGY & COMMUNICATIONS SECTION**

### **COMMANDER**

- Responsible for:
  1. Mobile Projects Team.
  2. Technology Projects Team.
  3. 9-1-1 Communications Center Team.
- Serves as the Department's assistant computer security coordinator/liaison to the Baltimore County Office of Information Technology (OIT).
- Serves as the Department's emergency communications coordinator/liaison to the 9-1-1 Communications Center, Baltimore County Electronic Services, and the Central Maryland Area Radio Communications (CMARC) System.
- Serves as the Department's terminal agency coordinator/liaison to the Criminal Justice Information Services (CJIS) Division.

### **MOBILE PROJECTS TEAM**

- Plans and coordinates technical projects involving the Department's 700-800 MHz Communications system.
- Manages the encryption of sensitive voice communications on the 700-800 MHz Communications system.
- Provides on-scene technical voice and data communications support for large scale events and critical incidents.
- Facilitates multi-agency communications interoperability requests, agreements, and operations.
- Provides technical support Department-wide for:
  1. All in-vehicle computer equipment, peripherals, and wireless data connectivity.
  2. DeltaPlus, EBooking, Field-Based Reporting, and License Plate Reader systems.
- Provides technical support for the LiveScan system in the Police Department, Sheriff's Office, and Department of Corrections.
- Manages CJIS user accounts, user support, and security coordinator responsibilities for the Department.

- Manages MView user accounts, user support, user classifications, and video source classifications for the Department.
- Manages system access requests for all Department systems.

### **TECHNOLOGY PROJECTS TEAM**

- Plans, coordinates, and develops all information technology related projects for the Department.
- Works closely with OIT on each project to complete:
  1. Business process analysis.
  2. System requirements/design.
  3. Resource management.
  4. Budget/requisition.
  5. Quality assurance testing.
  6. Policy revision.
  7. User training.
  8. Implementation.
- Identifies and coordinates subject matter experts within the Department specific to each project.
- Facilitates prioritization of technology projects in alignment with the greater priorities of the Department, OIT, and County Government.
- Makes recommendations to the Chief of Police regarding hardware, software, and system options.
- Serves as direct liaison with the OIT Project Management Office in furtherance of information and technology related projects.

### **9-1-1 COMMUNICATIONS CENTER TEAM**

- Provides police liaison, guidance, and support to the Baltimore County 9-1-1 Communications Center.
- Monitors operational application of the dispatch plan and advises 9-1-1 Communications Center staff in situations not otherwise covered by the plan.
- Monitors encrypted voice communications for sensitive operations on the 700-800 MHz Communications system as requested by specialized units.
- Facilitates mobile phone location pings with cellular carriers in exigent cases of public safety.
- Handles media inquiries and press releases in support of the Public Affairs Section during non-business hours.
- Maintains and updates command notification forms and on-call rosters for significant events, specialized units, and external entities.
- Notifies the Chief of Police or his/her designee of incidents where there may be a question as to the Department's liability or those which may result in heightened community interest.
- Fulfills audio recording reproduction requests for 9-1-1 calls and police radio talk groups, upon request from Department members.
- Monitors and inspects usage of the 700-800 MHz Communications system and High Performance Data system for compliance with appropriate use standards.

### **5-3.3 BUDGET MANAGEMENT SECTION**

#### **COMMANDER**

- Responsible for:
  1. Grant Accounting Team.
  2. Grant Management Team (GMT).
  3. Payroll & Salary Analysis Team.

#### 4. Procurement & Accounting Team.

- Prepares and provides fiscal control and authority over the operating budget, following proper accounting procedures.

#### **GRANT ACCOUNTING TEAM**

- Prepares periodic financial reports and reimbursement requests as required by the grantor.
- Coordinates the fiscal management of all Department grants.
- Handles procurement and accounting for all Department grants.
- Maintains all asset forfeiture accounting records.

#### **GRANT MANAGEMENT TEAM**

- Coordinates Department requests and applications for grant funding and other external sources of support.
- Administers and coordinates programmatic grant requirements.
- Administers grant programs to support Citizens on Patrol (COP) groups and other crime prevention or community programs.

#### **PAYROLL & SALARY ANALYSIS TEAM**

- Performs expenditure analysis and forecasting for salary and all related expenditure components.
- Prepares, and processes bi-weekly payroll.
- Maintains and verifies leave records.
- Processes and maintains overtime, compensatory leave, and substitution records.
- Processes payments for meals, mileage, tolls, parking, and supplements (i.e., K-9 and field training officers).
- Monitors overtime/callback expenditures.
- Processes and distributes Daily Assignment and Activity Reports (DAAR).

#### **PROCUREMENT & ACCOUNTING TEAM**

- Reviews requests for expenditures, ensuring compliance with authorized appropriations.
- Processes approved procurement requests and prepares purchase requisitions and other necessary documents.
- Performs expenditure analysis and forecasting.
- Processes Parole and Probation reimbursements.

### **5-3.4 HOMELAND SECURITY SECTION**

#### **COMMANDER**

- Reports directly to the Administrative & Technical Services Bureau Commander.
- Develops preparedness policies, responses, and procedures.
- Serves as a specialist regarding suspicious powders/packages.
- Participates in regional and state projects, funding, and initiatives with the County Executive's Office and Director of Emergency Management.
- Acts as liaison between the Maryland Coordination and Analysis Center (MCAC) and the Health and Fire Departments.
- Acts as liaison to the Baltimore County Emergency Manager during Emergency Operations Center (EOC) activation.
- Ensures departmental compliance with National Incident Management System (NIMS) requirements.

### **5-3.5 HONOR GUARD & CEREMONIAL SERVICES UNIT**

#### **EVENT PARTICIPATION**

- Department funerals.
- Promotion ceremonies.
- Graduation ceremonies.
- Awards ceremonies.
- Parades, as required.
- Other functions/ceremonies, as required.

### **5-3.6 INTELLIGENCE UNIT**

#### **COMMANDER**

- Responsible for:
  1. Administrative Vice/Narcotics Team (AVNT).
  2. Intelligence Team.
  3. Gang Enforcement Team (GET).
- Provides criminal intelligence briefings to the bureau commanders and the Chief of Police, if applicable, and assists appropriate command staff personnel with initiating effective investigative and/or enforcement tactics.
- Serves as liaison to other Department bureaus, sections, units, and law enforcement agencies on matters relating to the dissemination of criminal intelligence data.
- Ensures audits are performed on Intelligence Team files to conform to Federal Guideline 28 C.F.R. Part 23.

#### **ADMINISTRATIVE VICE/NARCOTICS TEAM (AVNT)**

- Ensures Department integrity in vice and narcotics related operations and enforcement.
- Evaluates the efficiency and effectiveness of vice and narcotics enforcement.
- Determines the extent of vice/narcotics activities in Baltimore County.
- Maintains the Central Informant File for the Department.
- Coordinates Department electronic surveillance operations, assisting if necessary.
- Maintains and installs electronic interception equipment, assuring documentation, and compliance with applicable state and federal laws.
- Obtains subpoenas necessary for telephone monitoring from the State's Attorney's Office.
- Constructs and maintains all legally mandated records related to electronic surveillance equipment registered with the Maryland State Police.
- Installs and maintains alarm systems in police facilities.
- Tracks other law enforcement jurisdiction search and seizure warrants served within Baltimore County.

#### **AVNT ASSISTANCE/MONITORING CRITERIA**

- The frequency of AVNT response in monitoring the particular team/unit involved in the operation.
- The amount of contraband, money, or other evidence expected to be seized in the operation.
- The number of arrests expected to be made during the operation.
- The known potential for problems to be encountered during the operation.
- The potential for media coverage because of the operation.
- Any other factor which may arise as determined by the AVNT Supervisor or the Intelligence Unit Commander.

## **INTELLIGENCE TEAM**

- Gathers information on and investigates:
  1. Takeovers of legitimate businesses by organized crime.
  2. Various criminal groups and their activities.
- Assists with investigations involving racial and anti-Semitic incidents attributed to hate groups.
- Monitors demonstrations to make an evaluation of the potential for violence or disruption.
- Staffs the Executive Protection Team, providing for the safety and security of the Baltimore County Executive.
- Conducts joint investigations with federal agencies into suspected domestic and international terrorism activities.
- Investigates threats on judges and public officials.

## **GANG ENFORCEMENT TEAM**

- Responsible for identification, interdiction, enforcement, and dismantling of criminal street gangs.
- Monitors Countywide gang activity.
- Identifies and authenticates gang members.
- Acts as a liaison with special prosecutors from the State's Attorney's Office.
- Provides investigative assistance to patrol as well as specialized teams.

## ***5-3.7 EMPLOYEE RELATIONS TEAM***

### **GENERAL**

- Provides career counseling to all employees regarding transfers, promotions, training, education, and job enhancement.
- Coordinates the Random Drug Testing/Substance Abuse Program.
- Coordinates the Department Blood Assurance Program.
- Administers the Volunteer Program for the Department.
- Plans, advises, coordinates, and approves the selection process for transfer to specialized units.
- Provides employees with career counseling and job enhancement suggestions.
- Prepares Personnel Announcements concerning specialized unit selection processes.

### **FAIR PRACTICES LIAISON**

- Supervises the Employee Relations Team.
- Coordinates communication between employees, commanders, the Chief of Police, and minority and diverse groups within Baltimore County regarding fair practice matters.
- Attempts to reduce misconceptions or misapprehensions regarding fair practice rulings.
- Reviews fair practice investigations, consulting with the Internal Affairs Section and the respective commander regarding investigations.
- Assists victims with documenting incidents, maintains personal contact with the alleged victim(s) throughout the investigations, and works with victims, witnesses, and investigators to resolve complaints.
- Develops and maintains confidential files on cases, prepares reports on fair practice events and activities, collects and analyzes case data to identify trends, and monitors court cases for changes in fair practices policies.
- Monitors the Department's specialized unit selection process.
- Develops the Department's Equal Employment Opportunity Plan and monitors progress toward attaining goals.

## **RECRUITMENT TEAM**

- Works with the Baltimore County Office of Human Resources (OHR), community leaders, organizations, colleges, and private organizations to identify and recruit the most qualified applicants for positions within the Department.
- Markets the Department as an employer and policing as a career choice.

## **SAFETY OFFICER**

- Develops, administers, and monitors various safety programs and information.
- Examines and evaluates procedures and equipment for safety.
- Investigates complaints regarding safety issues.
- Conducts safety inspections of facilities, equipment, procedures, etc.
- Acts as a direct liaison with Risk Management, Insurance Administrator, the Legal Section, the Health Department, and the Maryland Occupational Safety and Health Administration (MOSHA).

## ***5-4.0 OPERATIONS BUREAU***

### **GENERAL**

- Comprised of the following commands:
  1. Patrol Division.
  2. Support Operations Division.
  3. Criminal Investigations Division.
- Responsible for performing community policing, fear reduction activities, and the prevention, detection, suppression, and investigation of crimes.

### **BUREAU COMMANDER**

- Manages all components of the Bureau to ensure the public safety and quality of life for all Baltimore County citizens.
- Serves as the liaison to the Police Assistance Relief Fund (PAR) Board of Directors.

### **ADMINISTRATIVE STAFF**

- Analyzes and evaluates Bureau plans for effectiveness.
- Prepares standard operating procedures with the assistance of the Strategic Planning Team.
- Prepares and administers the Bureau's budget.
- Staffs and maintains the Command Control Center.
- Assists the Bureau Commander with administrative duties.
- Manages correspondence, complaints, and requests coming into the Bureau office.

## ***5-4.1 PATROL DIVISION***

### **DIVISION COMMANDER**

- Reports directly to the Operations Bureau Commander with final authority for all activities located within the division.
- Responsible for patrol precincts.
- Monitors and evaluate activities occurring within the commands.
- Coordinates activities among precincts within the division and other commands or divisions to enhance the overall police mission.
- Assesses the needs of the communities within the division and, along with the precinct commanders, directs resources to address the needs of the Department and the community.

- Closely monitors and reviews developing crime trends and public safety indicators within the division and surrounding jurisdictions to ensure problems are addressed in a timely manner.
- Oversees the Court Liaison Program.
- Oversees the Prisoner Transport Program.
- Serves as the liaison to the Department of Corrections.
- Conducts a review of the Department's pursuit policy and reporting procedures on an annual basis.

#### **5-4.1.1 PATROL PRECINCTS**

##### **PATROL PRECINCTS**

- Precinct 1 - Wilkens.
- Precinct 2 - Woodlawn.
- Precinct 3 - Franklin.
- Precinct 4 - Pikesville.
- Precinct 6 - Towson.
- Precinct 7 - Cockeysville.
- Precinct 8 - Parkville.
- Precinct 9 - White Marsh.
- Precinct 11 - Essex.
- Precinct 12 - Dundalk.

##### **PRECINCT COMMANDERS**

- Report directly to the Division Commander.
- Monitor and evaluate all precinct activities and long-term objectives, reporting on them to the Operations Bureau Commander.
- Plan for major events and incidents.
- Address all disciplinary matters in the precincts.
- Review secondary employment requests.

##### **ASSISTANT PRECINCT COMMANDERS**

- Are second in command of the precincts and will act as commander in the absence of the precinct commander.
- Assist with management of the precincts.

##### **PATROL SHIFT COMMANDERS**

- Report directly to the precinct commanders.
- Are responsible for patrol associated functions within the precincts including, but not limited to:
  1. Ensuring that all precinct operations conform with Department policy and procedure.
  2. Responding to incident scenes that require a command presence.
  3. Furthering the Department's community policing, crime prevention, and fear reduction programs/activities.
  4. Coordinating operations and investigations between shift and precinct units.
  5. Scheduling of personnel.

##### **COMMUNITY OUTREACH & INVESTIGATIVE SERVICES COMMANDER**

- Reports directly to the precinct commander.
- Coordinates and directs Community Outreach Team (COT) activities and significant criminal investigations of the Investigative Services Team (IST).

- Maintains liaison with community members and other government agencies and jurisdictions.
- Reviews crime analysis data and communicates with the Crime & Traffic Analysis Team to help identify crime trends.

### **PRECINCT TRAFFIC TEAMS**

- Members are assigned at the discretion of the precinct commanders.
- Enforce the state motor vehicle laws and County traffic codes.
- Conduct priority 3 (non-life-threatening) and other crash investigations as assigned or required.
- Perform specialized and routine enforcement relating to vehicular and pedestrian traffic throughout Baltimore County.

### **INVESTIGATIVE SERVICES TEAMS (IST)**

- Members are assigned at the discretion of the precinct commanders and report directly to the team supervisor.
- Serve as a flexible crime fighting resource for the precinct commanders.
- Perform follow-up investigations of incidents as directed by the precinct commanders or as required by Department directive.  
**EXCEPTION:** Investigations that are the responsibility of the Criminal Investigations Division.
- Identify and monitor known offenders and crimes in the precincts.
- Target crimes that have been identified through crime analysis or precinct commanders.
- Perform enforcement, apprehension, and investigative strategies as directed.  
**NOTE:** ISTs are not to be limited to the suppression or investigation of any one particular crime or to be committed to investigate initial calls for service.

### **COMMUNITY OUTREACH TEAM (COT)**

- Members are assigned at the discretion of the precinct commanders and report directly to the team supervisors.
- Serve as proactive resources in identifying, stabilizing, and resolving community fear and disorder using the problem-solving process.
- Develop and execute strategies that promote crime prevention.
- Promote and maintain police/community cooperation and communication.
- Support the community problem solving efforts of patrol units and IST personnel.
- Work with local youth through programs such as the Recreation and Parks Police Athletic League and Explorers.
- Assist in the investigations of bias incidents.
- Guide and assist local Citizens on Patrol groups.
- Ensure that grant reports are accurate and filed in a timely manner.
- Inventory and track all equipment purchased with grant funds.

### **COMMUNITY OUTREACH TEAM (COT) SUPERVISOR**

- Oversees daily operations of the COT and the School Resource Officers (SROs).
- Reviews paperwork prepared by the COT and SROs.
- Coordinates activities involving SROs and precinct officers.
- Evaluates the effectiveness of the SRO program.
- Periodically inspects the SROs uniforms, equipment, and vehicles.

### **SCHOOL RESOURCE OFFICERS (SRO)**

- Primary duty is law enforcement.

- Assigned at the discretion of the precinct commander and report directly to the COT Supervisor.
- Are familiar with school policies and procedures and operate within the guidelines of the School Resource Officer Program Memorandum of Understanding between the Police Department and the Board of Education.
- Utilize contacts in the school community to gather intelligence.
- Treat as confidential all juvenile arrest information, other criminal justice information, and school records. Disclosure of such confidential information will be in accordance with existing school policy and Maryland law.
- Responsibilities include but are not limited to:
  1. Decrease criminal activity committed against persons or property in and around school and help enhance overall safety.
  2. Cooperate with school personnel to prevent violent and disruptive behavior.
  3. Investigate violations of the criminal law that occur on school property.
  4. Complete all necessary reports and submit them to the COT supervisor in a timely fashion.
  5. Support the community policing efforts of patrol units, COT, and IST personnel.
  6. Act as a liaison between the Department, school principals, faculty members, students, school security personnel, social agencies, and other SROs.
  7. Promote positive attitudes toward the Police Department in the school and the school community.
  8. Participate in Parent-Teacher-Student Association meetings, campus activities, student organizations, and athletic events, when approved by their supervisor.
  9. Recruit future police cadets and officers.
  10. Assist faculty in the formulation of criminal justice and crime prevention programs.
  11. Inform students of their rights and responsibilities as law-abiding citizens.

#### **DRUG ABUSE RESISTANCE EDUCATION (DARE) PROGRAM**

- Educates students in positive decision making skills and development of drug and alcohol resistance techniques.
- Provides a multifaceted educational program aimed at reducing drug and alcohol abuse among youths at the middle school level.
- Provides a positive role model for students and developing rapport among the students, faculty, and community.

#### **BUSINESS PATROL INITIATIVE (BPI) MEMBERS**

- Assigned at the discretion of the precinct commander.
- Provide concentrated and intensive services to high crime business communities along major commercial arteries.
- Receive specialized training which may include business related law enforcement, crime prevention, and problem solving.
- Monitor crime data and trends relative to their post and report findings to the precinct commander.
- Build partnerships with business owners and employees.
- Coordinate prevention efforts such as business security surveys and other crime prevention techniques.

#### **COMMUNITY ACTION TEAM (CAT) MEMBERS**

- Assigned at the discretion of the precinct commander and report directly to the team leader.
- Provide the Operations Bureau with a flexible resource to address crime trends and distressed communities.

- Work as policing generalists utilizing a full range of enforcement and community intervention tactics.
- Can respond quickly, when a need for intervention is identified, without affecting routine patrol duties.
- Work jointly with precinct officers to implement short and long term policing strategies.
- Advise supervisors of activities occurring within and related to project areas.
- Serve as project leaders.

### **DOMESTIC VIOLENCE COORDINATOR (DVC)**

- Assigned at the discretion of the precinct commander.
- Assisted and supported by the Community & School Resources Section.
- Receives specialized training provided by the Domestic Violence Liaison.
- Reviews precinct domestic violence related incident and arrest reports daily, including all related central complaint (CC) numbers for reports where firearms were surrendered.
- Follows up and enhances domestic violence cases by developing and gathering all available evidence to ensure the State's Attorney's ability to prosecute, regardless of the victim's cooperation.
- Maintains an investigative file on all cases requiring DVC follow-up, court-ordered firearms surrender, and any other case at the discretion of the DVC.
- Follows up on all temporary and final protective orders that are served by precinct personnel in order to enforce the firearms surrender provisions when firearms are not surrendered at the time of service.
- Completes the required paperwork to release firearms in accordance with Field Manual, Article 6, (Miscellaneous Property Issues) for all firearms that were surrendered from temporary or final protective orders originating within their precinct.
- Contacts/meets with the victim(s) periodically with any information concerning changes in case/defendant status.
- Provides telephone assistance and referrals to victim(s) and the community.
- Assists victims by coordinating services available through vendors (e.g., ADT's AWARE Alarm Program).
- Provides roll call training regarding domestic violence issues.
- Notifies the 9-1-1 Communications Center in writing to flag addresses with a hazard message where previous domestic violence has occurred which may pose a threat to the safety of a responding police officer.

### **POLICE ASSISTANCE AND RELIEF (PAR) FUND, INC.**

- Refer to Administrative Manual, Article 7-12.4.

### **REFERENCE**

- Administrative Manual, Article 7 (Personnel Issues).

## ***5-4.2 SUPPORT OPERATIONS DIVISION***

### **COMMANDER**

- Responsible for the Operations Support Section.
- Provides operational support services to the Department.

#### **5-4.2.1 OPERATIONS SUPPORT SECTION**

### **SECTION ENTITIES**

- K-9 Unit
- Special Services Unit.

- Tactical Unit.
- Traffic Management Unit.
- Dignitary Witness Protection Team (DWPT).
- Hazardous Devices Team.
- Hostage Negotiations Team (HNT).
- Underwater Recovery Team (URT).

### **K-9 UNIT**

- Primarily responsible for search and apprehension of violators of the law where the use of a dog is possible.
- Search for lost/missing persons, firearms, explosives, and/or drugs where the use of a dog is possible.
- Secondary responsibility is performance of assigned patrol functions.

### **SPECIAL SERVICES UNIT ENTITIES**

- Aviation Team.
- Behavioral Assessment & Crisis Management Group.
- Marine Team.
- Special Response Team (SRT).

### **AVIATION TEAM**

- Provides support to the Department and other government agencies to include:
  1. Searching for lost persons/wanted subjects.
  2. Surveillance.
  3. Aerial photography.
  4. Marijuana eradication.
  5. Traffic management.
  6. Homeland security.

### **BEHAVIORAL ASSESSMENT & CRISIS MANAGEMENT GROUP ENTITIES**

- Mobile Crisis Team.
- Workplace Violence Team.
- Critical Incident Support Team (CIST).

### **MOBILE CRISIS TEAM**

- Acts as part of a specially trained team with mental health clinicians to provide comprehensive service to mentally ill citizens.
- Is part of the Baltimore County Crisis Response System.
- Responds to 9-1-1 calls where an individual is in crisis.
- Completes emergency petitions on subjects requiring immediate medical attention on calls handled.
- Maintains statistics on all voluntary admissions.

### **WORKPLACE VIOLENCE TEAM**

- Trains private companies, Baltimore County employees, and managers.
- Performs threat assessments as part of a criminal investigation to aid police in determination of the level and type of response to potential workplace avengers and workplace domestic violence cases.
- Provides threat assessment, analysis, and documentation of threats against a police employee or facility and assistance to the primary investigator with the investigation.
- Reports the results of assessments and makes recommendations to the primary investigative unit.

- Maintains case files on all workplace violence incidents.

### **CRITICAL INCIDENT SUPPORT TEAM (CIST)**

- Reports to the Special Services Unit Commander.
- Provides for the emotional needs of victims, witnesses, and/or police officers involved in traumatic events.

### **MARINE TEAM**

- Suppresses criminal activities and assists small craft on the waters of Baltimore County by:
  1. Enforcing state and local laws.
  2. Rendering aid to small watercraft in distress.
  3. Activating the Underwater Recovery Team.
  4. Providing other assistance or duties, as directed.

### **SPECIAL RESPONSE TEAM (SRT)**

- Reports to the Special Services Unit Commander.
- Responds to planned or spontaneous crowd situations (e.g., strikes, demonstrations, civil disturbances, etc.).

### **TACTICAL UNIT**

- Primarily responsible for assisting other divisions in the deterrence of crime and arrests of violators via preventive patrol, focusing on Part I crimes.
- May be divided into teams, to assist in resolving:
  1. Barricade and/or hostage situations.
  2. Sniper or heavily armed subject situations.
  3. Riots or other civil disturbances.
  4. Dignitary protection.
  5. Rescue operations.
  6. High-risk warrant services.
  7. Any other operation as directed and authorized by their commander.
- Responsible for all investigations and/or arrests brought to their attention, except motor vehicle crashes.

### **TRAFFIC MANAGEMENT UNIT**

- Consists of:
  1. Abandoned Auto Team.
  2. Automated Enforcement.
  3. Chemical/Alcohol Testing Team.
  4. Commercial Vehicle Safety Team.
  5. Community Traffic Safety Team.
  6. Crash Team.
  7. DUI Enforcement Team.
  8. Motorcycle Team.
  9. Special Events Team.
  10. Tow Team.
  11. Traffic Guard Team.
- Commander receives reports directly from the supervisor of the Drug Recognition Expert (DRE) Program.  
**NOTE:** For description of duties, refer to Field Manual, Article 2, Section 4.1.4, Drug Recognition Expert (DRE) Program.

### **ABANDONED AUTO TEAM**

- Investigates complaints related to abandoned vehicles on public or private property.

### **AUTOMATED ENFORCEMENT**

- Oversees the operations of the Automated Traffic Enforcement Program.

### **CHEMICAL/ALCOHOL TESTING TEAM**

- Administers the Intoximeter Program.
- Coordinates the DUI arrest paperwork and acts as the liaison with the State's Attorney's Office.

### **COMMERCIAL VEHICLE SAFETY TEAM**

- Conducts specialized enforcement of laws relating to safe operation of commercial vehicles in the County.

### **COMMUNITY TRAFFIC SAFETY TEAM**

- Gathers and shares traffic safety information with the precincts and the community.
- Analyzes various types of data (i.e., traffic patterns, speeds, and crashes) to determine times and locations for selective enforcement.

### **CRASH TEAM**

- Investigates fatal/serious injury automobile collisions.

### **DUI ENFORCEMENT TEAM**

- Provides concentrated enforcement designed to reduce alcohol related crashes on County roadways.

### **MOTORCYCLE TEAM**

- Handles various traffic related functions (e.g., funerals, escorts, etc.) with officers that are certified to operate a departmental motorcycle.

### **SPECIAL EVENTS TEAM**

- Assists in the planning and execution of parades and other special events Countywide.

### **TOW TEAM**

- Administers the licensing of towing companies in the County and investigates complaints against those companies.

### **TRAFFIC GUARD TEAM**

- Conducts school crossing surveys, analyzes the need for, and administers the school crossing guards Countywide.

### **DIGNITARY/WITNESS PROTECTION TEAM (DWPT)**

- Supervisor reports directly to the Operations Support Section Commander.
- Coordinates the protection and well-being of witnesses and/or dignitaries while in the County, based on a threat assessment for the individual.
- Coordinates with the Operations Bureau and/or other agencies to facilitate the appropriate level of protection.

### **HAZARDOUS DEVICES TEAM RESPONSIBILITIES**

- Incidents involving suspicious packages/devices, explosives, explosive and hazardous devices, etc.

- Rendering suspicious packages/devices, explosives, explosive and hazardous devices safe.
- Collection of evidence.
- Providing technical assistance to the Department and other police/public safety agencies.

#### **HOSTAGE NEGOTIATION TEAM (HNT)**

- Reports to the Operations Support Section Commander.
- Responsible for negotiations during hostage/barricade situations within the County.

#### **UNDERWATER RECOVERY TEAM (URT)**

- Activated by the Marine Team.
- Responsible for the recovery of bodies, evidence, and property from deep water.

#### **REFERENCE**

- Field Manual, Article 2 (Traffic Procedures).

### **5-4.3 CRIMINAL INVESTIGATIONS DIVISION (CID)**

#### **DIVISION ENTITIES**

- Persons Crimes Section.
- Property Crimes Section.
- Vice/Narcotics Section.

#### **5-4.3.1 PERSONS CRIMES SECTION**

#### **SECTION ENTITIES**

- Crimes Against Children Unit (CACU).
- Homicide/Missing Persons Unit (HMPU).
- Robbery Unit (RU).
- Support Services Unit (SSU).
- Violent Crimes Unit (VCU).

#### **CRIMES AGAINST CHILDREN UNIT (CACU) ENTITIES**

- Child Pornography & Exploitation Team.
- Missing or Abducted Children Team.
- Physical Child Abuse/Neglect Team.
- Sexual Child Abuse Team.

#### **CHILD PORNOGRAPHY & EXPLOITATION TEAM**

- Investigates possession, production, solicitation, and distribution of child pornography.
- Responsible for intercepting internet child pornography trafficking and seizing assets used to facilitate the production and distribution of child pornography.
- Investigates sexual solicitation of children, child prostitution, and child prostitution rings.
- Responsible for conducting preliminary on-site forensic review of digital media storage devices used to traffic child pornography and solicit children for sex.

#### **MISSING OR ABDUCTED CHILDREN TEAM**

- Responsible for:
  1. Missing children.
  2. Child abductions (children abducted by family members).
  3. Custody disputes.

- Conducts follow-up investigations of cases open beyond 48 hours of missing children under the age of 18 and critical cases, as directed by the CACU Commander.
- Conducts follow-up investigations for children abducted from custodial relationships by a non-custodial relative.
- Reviews and/or investigates custody dispute cases whether or not they are resolved at the precinct level.

### **PHYSICAL CHILD ABUSE/NEGLECT TEAM**

- Conducts preliminary and follow-up investigations of physical child abuse.
- Acts as liaison between the Department of Social Services (DSS) and the State's Attorney's Office regarding charges of child neglect.

### **SEXUAL CHILD ABUSE TEAM**

- Investigates offenses involving:
  1. Sexual child abuse.
  2. First and second degree rapes and sex offenses where the victim is under the age of 13.  
**NOTE:** The Team may conduct investigations of attempts of the above offenses at the discretion of a CACU supervisor.
  3. Adult-survivor cases reported later in the victim's life.

### **HOMICIDE/MISSING PERSONS UNIT (HMPU)**

- Investigates all homicides, deaths of a suspicious nature, and all juvenile deaths resulting from violence, suicide, casualty, or occurring suddenly, and not as a result of traffic collisions.
- Evaluates solicitations to commit murder.
- Investigates all on duty and off duty police-involved shootings within the County that are intentional, result in injury or death, or involve police personnel from other jurisdictions.
- Reviews all deaths referred to the Office of the Chief Medical Examiner.
- Conducts follow-up investigations of cases open beyond 96 hours of missing persons 18 years or older or critical cases, as directed by the HMPU Commander.

### **ROBBERY UNIT (RU)**

- Conducts follow-up investigations of:
  1. Commercial/business robberies (and attempts).  
**EXCEPTION:** Shopliftings where an assault occurs as the suspect flees from the scene (See Section 1-4.5.1, Shoplifting).
  2. Robberies/attempts of financial institutions.
  3. Armored truck/carrier robberies/attempts.
  4. Hijackings of commercial carriers.
  5. Home/hotel room invasion robberies involving a specific or a targeted group of victims (e.g., jewelry, pharmaceutical representatives, etc.).
  6. Business deposit robberies.
  7. Robberies/trends in which other jurisdictions may be involved, as determined by the Robbery Unit Commander.
  8. Kidnappings (includes children abducted by strangers).
- Conducts all line-ups in accordance with established procedures.
- Commander supervises the Department's forensic artist(s) and determines the need for their services.

### **SUPPORT SERVICES UNIT (SSU) ENTITIES**

- Criminal Apprehension Support Team.

- Sex Offender Registration Team.
- Special Victims Team.

### **CRIMINAL APPREHENSION SUPPORT TEAM**

- Investigates, conducts surveillance, and apprehends criminals actively involved in current crime trends or crimes of violence.
- Actively attempts to apprehend fugitives and serve outstanding warrants for high profile cases.
- Will follow-up and apprehend sexually violent offenders who have failed to register with the State of Maryland Sexual Offender Registry.
- Conducts special investigations including criminal Internal Affairs Section (IAS) investigations.
- Apprehends escapees from detention.
- Assists, when requested, with the investigation of domestic violence cases involving Baltimore County law enforcement officers and other County domestic violence incidents on a case-by-case basis.

### **SEX OFFENDER REGISTRATION TEAM (SORT)**

- Tracks the registration of sex offenders in Baltimore County.
- Ensures the Department's compliance with all state and local laws pertaining to the registration of offenders and required notifications.
- Has final authority over matters pertaining to registration and enforcement of sex offender registration.
- Prepares information for members investigating non-compliant offenders.
- Represents the Department in court for cases involving registered offenders.
- Conducts criminal investigations of non-compliant sex offenders.
- Coordinates investigations with other units when a registered sex offender is involved in a case.

### **SPECIAL VICTIMS TEAM (SVT)**

- Conducts follow-up investigations of all first and second degree rapes and sex offenses where the victim is 13 years of age or older.  
**NOTE:** May conduct investigations of attempts of the above offenses at the discretion of a SVT supervisor.
- Assists precinct officers with investigations of sex offenses upon request due to case complexity or nature of the offense.

### **VIOLENT CRIMES UNIT (VCU)**

- Investigates all incidents where someone is shot and the injuries do not result in death, except in the following instances:
  1. Shootings that occur during the course of a commercial robbery (investigated by the Robbery Unit).
  2. Self-inflicted gunshot wounds.
  3. Accidental shootings.
- Investigates all life-threatening injuries to the victim, regardless of the weapon used, including domestic-related assaults.
- Responsible for the Felony Review Team and the Firearm Interdiction Team (FIT).

### **FELONY REVIEW/STATE'S ATTORNEY'S OFFICE**

- Works to enhance precinct felony cases by assisting prosecutors in locating and transporting reluctant witnesses to court.

### **FIREARM INTERDICTION TEAM (FIT)**

- Investigates gun trafficking crimes.
- Conducts follow-up investigations of cases involving the illegal possession/use of firearms.
- Assists Department personnel with issues as they relate to all firearms arrests (e.g., proper charging, evidence packaging, etc.).
- Conducts interviews of all subjects arrested with any firearm.  
**EXCEPTION:** Individuals who invoke their Miranda rights.
- Reviews and approves all cases involving the release of firearms.  
**EXCEPTION:** Court-ordered firearms surrendered from interim, temporary, or final protective orders. These cases will be reviewed and approved by the respective domestic violence coordinator.

### **5-4.3.2 PROPERTY CRIMES SECTION**

#### **SECTION ENTITIES**

- Regional Auto Theft Task Force (RATT).
- Warrant Apprehension Task Force (WATF).
- Burglary Unit.
- Property Crimes Unit.
- Fugitive Team.

#### **REGIONAL AUTO THEFT TASK FORCE (RATT)**

- Grant funded Baltimore County Police, Baltimore City Police, and Maryland State Police task force which proactively investigates auto theft.
- Emphasis is on arrest of offenders by developing dynamic leads from arrestees, patrol officers, insurance companies, automated fingerprint systems, and historical knowledge of offenders and their methods of operation.
- Conducts follow-up investigations of auto theft involving stolen titles, dismantlers, fraud, extensive stripping, altered vehicle identification numbers, or federal safety stickers, and auto theft in which property in excess of \$5,000 (excluding the vehicle itself) was stolen.

#### **WARRANT APPREHENSION TASK FORCE (WATF)**

- Cooperative task force linking the resources of Baltimore County Police, Baltimore City Police, Baltimore City Sheriff's Deputies, Baltimore City School Police, Parole and Probation, U.S. Marshalls, and the Maryland State Police, to serve open warrants.

#### **BURGLARY UNIT**

- Conducts follow-up investigations on first and second degree burglaries.
- Assists precinct officers with the investigation of third and fourth degree burglaries, as necessary.
- Monitors and investigates identified crime trends for first and second degree burglaries.
- Monitors repeat/multiple burglary offenders.

#### **PROPERTY CRIMES UNIT ENTITIES**

- Arson Team.
- Violent Crimes Repeat Offender Team.
- Narcotic Repeat Offender Team.
- Financial & Cyber Crimes Team.
- Pawn/Scrap Enforcement Team.

#### **ARSON TEAM**

- Investigates arsons, malicious and accidental burnings, serious injury, and fatal fires.

- Assists the Hazardous Devices Team.

### **VIOLENT CRIMES REPEAT OFFENDER TEAM (VCROT)**

- Monitors potential violent crime repeat offenders, reviewing their criminal history and recommending incarceration prior to trial when appropriate.
- Works closely with the State's Attorney's Office to ensure that historical offender information is available to the court system so that enhanced sentences are imposed on violent crime repeat offenders as required by law.
- Works closely with other investigative functions to pre-qualify offenders for repeat offender status.

### **NARCOTIC REPEAT OFFENDER TEAM (NROT)**

- Monitors potential narcotic crime repeat offenders, reviewing their criminal history and recommending (when appropriate) incarceration prior to trial.
- Works closely with the State's Attorney's Office to ensure that historical offender information is available to the court system so that enhanced sentences are imposed on narcotic repeat offenders as required by law.
- Works closely with other investigative functions to pre-qualify offenders for repeat offender status.

### **FINANCIAL & CYBER CRIMES TEAM (FCCT)**

- Investigates cases dealing with:
  1. Credit card fraud.
  2. Identity theft involving multiple suspects, victims, and/or multiple jurisdictions.
  3. Counterfeit checks including forgery, involving multiple suspects, and/or jurisdictions.
  4. All cyber-financial crimes.
  5. Elder exploitation.
  6. Financial crimes reported directly to the State's Attorney, including embezzlement, misappropriation, and fraud.
  7. Organized Retail Crime investigates multi-jurisdictional retail crime rings.

**NOTE:** Financial crime cases will remain at the precinct level for follow up investigation, unless it requires further investigation outside Baltimore County, or it involves multiple suspects and/or jurisdictions. Cases will only be assigned to FCCT at the discretion of the FCCT Supervisor.

### **PAWN/SCRAP ENFORCEMENT TEAM**

- Maintains regulatory compliance files on dealers (e.g., pawn shops, secondhand precious metal dealers, and scrap recyclers, etc.) and transactions.
- Inspects licenses, transactions, inventories, and premises of dealers.
- Coordinates enforcement and investigations involving dealers.
- Conducts criminal investigations of cases involving a large loss value, critical infrastructure, or trends in which scrap metal is stolen.
- Maintains a database of all pawn, precious metal, and scrap metal transactions reported electronically.
- Investigates people dealing in precious metals in Baltimore County without a license.
- Documents administrative violations for sanctions and sends them to the Maryland Department of Labor Licensing and Regulation (DLLR).
- Completes criminal charges, when appropriate.

### **FUGITIVE TEAM**

- Assists with the apprehension of escapees.
- Serves fugitive warrants, in and out of the State of Maryland.

- Coordinates extradition and rendition procedures.

### **5-4.3.3 VICE/NARCOTICS SECTION (VNS)**

#### **SECTION ENTITIES**

- Community Drug Units.
- Vice Unit.
- Narcotics Unit.
- Narcotics Administrative Team.

#### **COMMUNITY DRUG UNITS (CDU)**

- Members are assigned (i.e., Eastern, Western, or Central) at the discretion of the VNS Commander and report directly to a CDU lieutenant.
- Responsible for investigative functions assigned by the CDU Lieutenant or the VNS Commander.
- Investigate drug related activities brought to their attention by community complaints.
- Perform duties and activities within target areas assigned by the CDU Lieutenant.
- Maintain contact with precinct Community Outreach Teams, Investigative Service Teams, and patrol units to develop selective enforcement activities that address quality of life issues.

#### **VICE UNIT INVESTIGATIVE RESPONSIBILITIES**

- Liquor laws.
- Minors violations.
- Reducing the Availability of Alcohol to Minors (RAAM).
- Gambling.
- Human trafficking/prostitution.
- Massage violations.
- Adult pornography.
- All other vice related cases.

#### **NARCOTICS UNIT**

- Primary responsibility is the investigation of middle and upper level drug dealers in an effort to dismantle major drug organizations and locate and seize assets obtained illegally by drug violators.
- Initiates and supervises wiretaps related to major drug dealers.
- Provides assistance for narcotics investigations within Baltimore County originating in other jurisdictions or conducted by other agencies.

#### **NARCOTICS ADMINISTRATIVE TEAM**

- Supervised by the Narcotics High Intensity Drug Trafficking Area (HIDTA) Task Force Supervisor.
- Comprised of the Asset Seizure Investigator, VNS Management Analyst, Section Forensic Analyst, and VNS Cadet.

### **5-5.0 COMMUNITY RESOURCES BUREAU**

#### **BUREAU COMMANDER**

- Responsible for the Community & School Resources Section.
- Manages and provides leadership to all components of the bureau to ensure the effectiveness and efficiency of services provided.

## **5-5.1 COMMUNITY & SCHOOL RESOURCES SECTION**

### **COMMANDER**

- Responsible for the:
  1. Youth & Community Resources Unit:
    - a. Auxiliary Police Team.
    - b. Counseling Team.
    - c. Juvenile Offenders In Need of Supervision (JOINS) Team.
    - d. Youth Initiatives Team.
    - e. Domestic Violence Liaison.
    - f. Elder/Vulnerable Adult Liaison.
    - g. Chaplain Services.
  2. Community Resources Team.
- Advises and interacts as a liaison to the Police Community Relations Councils (PCRC).
- Is the Safe Schools Facilitator.
- Completes an annual review and written evaluation of enforcement and prevention programs relating to juveniles.

### **AUXILIARY POLICE TEAM**

- Supervisor reports directly to the Youth Initiatives Team Supervisor.
- Responsible for recruitment and training of volunteer personnel selected as members of the team.
- Manages each detachment with the authority to detail any member to assignments with Department members in the best interest of public safety and community welfare.

### **COUNSELING TEAM**

- Staffed by professional counselors.
- Designs and implements intervention to prevent delinquent behavior.
- Provides assessment, education, support, and referrals to Baltimore County youths and their families.
- Conducts assessments, monitors community service, and facilitates discussion groups in JOINS.
- Conducts follow-up assessments and takes appropriate action on all status offense reports.
- Cooperates with the Department of Juvenile Services on status offender programs.
- Provides skills and training for youth in anger management, conflict resolution, school success, and cultural competency.
- Assists Department members with youth related problems.
- Assists participants in Department programs and other prevention efforts as requested.
- Provides support services to victims and families affected by a crime.
- Provides assistance to domestic violence coordinators, domestic violence victims and their children.
- Assists with County professional organizations.

### **JUVENILE OFFENDERS IN NEED OF SUPERVISION (JOINS) TEAM**

- Operates the JOINS diversion program.
- Conducts an ongoing audit of delinquent juvenile cases.
- Documents and charges all offenders not accepted into the diversion program.

### **YOUTH INITIATIVES TEAM**

- Researches and develops “best practice” programs for the prevention of juvenile delinquency, family crime, and related gang violence.

- Researches and develops enforcement strategies for juvenile offenders.
- Researches and develops programs designed to prevent youth crimes.
- Coordinates efforts between the Department and the Maryland Department of Juvenile Services (DJS).
- Provides a liaison with the Baltimore County State's Attorney's Office Juvenile Division.
- Assists with programs related to repeat juvenile offenders.
- Reviews juvenile detention requests.
- Manages the Multi-Cultural Liaison Program.

### **MULTI-CULTURAL LIAISON**

- Assists in training of officers with instruction aimed at eliminating cultural and language barriers.
- Constructs positive relations in order to encourage mutual respect and understanding between cultures.
- Establishes positive relations with multi-cultural communities in order that persons request the police when needed, and help reduce crime and victimization.
- Builds relationships between civic groups, businesses, faith based organizations, and members of multi-cultural communities with the police, in order to establish goals and objectives towards crime reduction and prevention.
- Identifies the various minority groups that reside in Baltimore County.
- Conducts training and presentations for the diverse cultural groups of Baltimore County.

### **DOMESTIC VIOLENCE LIAISON**

- Provides support and guidance to the precinct domestic violence coordinators.
- Coordinates and administers domestic violence grants.

### **ELDER/VULNERABLE ADULT LIAISON**

- Acts as a liaison with other agencies that assist elderly/vulnerable adult victims.
- Reviews and compiles statistics on all investigations involving abuse, neglect, or exploitation of elder/vulnerable adults by caregivers, parents, household family members, or other persons who give permanent or temporary care or have responsibility for the supervision of these individuals.

### **CHAPLAIN SERVICES**

- Provides spiritual counseling and assistance to members of the Department upon request.
- Assists the Critical Incident Support Team (CIST), as requested.
- Assists Department members when making death notifications.
- Responds to assist family when an officer is seriously injured or has died in the line-of-duty.
- Visits or contacts sick or injured members.
- Attends and participates in funerals of active and retired members.
- Attends Department ceremonies to perform invocations and benedictions.
- Responds to all major disasters in Baltimore County.

### **COMMUNITY RESOURCES TEAM**

- Coordinates the development and implementation of Countywide crime prevention programs, gang awareness, and education.
- Acts as liaison with crime prevention interest groups.
- Acts as liaison for the Executive Council of the Police Community Relations Councils and the individual precinct community relations councils.
- Identifies, monitors, and reports all bias incidents.
- Acts as liaison with various victim/advocacy groups.

- Acts as a resource and referral service for community concerns and problems.
- Conducts ongoing analysis of current crime prevention and community relations programs.
- Supports the efforts of precinct community outreach teams.
- Manages the annual crime prevention community grants.
- Acts as a liaison with agencies to develop homeland security strategies and procedures.

### **SAFE SCHOOLS FACILITATOR**

- Assists school system personnel in maintaining and enhancing a safe, healthy, and orderly learning and working environment for students, staff, and community members within the school facilities.
- Acts as the facilitator between the Department and the school system.
- Works closely with precinct commanders concerning the School Resource Officer (SRO) program and other school system concerns.
- Oversees the SRO and DARE programs.
- Appoints the Assistant Safe Schools Facilitator.
- Responds to the incident command post, when a critical incident occurs at a school or at a school related location.
- Meets with SROs regarding program changes and professional development on a quarterly basis.

### **ASSISTANT SAFE SCHOOLS FACILITATOR**

- Assists the Safe Schools Facilitator.
- Acts as the first point of contact with precinct SROs relating to school system concerns.
- Meets with precinct outreach supervisors to discuss SRO activities, problems, and concerns; makes recommendations for improvement if needed.
- Visits school classrooms to evaluate SRO/DARE officers' teaching performance.
- Reviews evaluations from school personnel concerning SRO/DARE programs and makes recommendations to precinct outreach supervisors.
- Identifies and tracks training needs for all SROs.
- Maintains open lines of communication with all school system employees to identify and resolve issues.
- Responds to crises or emergencies in schools to act as a direct liaison for the Safe Schools Facilitator.
- Researches and prepares budget requests.
- Meets with school administrators to ensure compliance with the SRO Memorandum of Understanding (MOU), when necessary.
- Coordinates the instruction of law-related criminal justice courses (e.g., handgun violence prevention, conflict mediation strategies, etc.).
- Identifies educational needs and reviews lesson plans for law-related courses with school system administrators.
- Assists in the evaluation of the SRO program.
- Ensures that officers are informed of new and on-going programs specifically intended for disruptive students.
- Notifies SROs regarding students who attend their respective schools and:
  1. Have been reported to the state for maladjustment,
  2. Have been arrested for a reportable offense, or
  3. May otherwise pose a potential or imminent safety and/or security risk to the school, school administrators, teachers, students, or others.
- Ensures that SROs limit the disclosure of juvenile arrest and other confidential criminal justice information to school officials and others with a legitimate right to that information.
- Coordinates quarterly SRO meetings.

## **5-6.0 BALTIMORE COUNTY OFFICE OF HUMAN RESOURCES (OHR)**

### **GENERAL**

- Administers Baltimore County personnel policy on behalf of the Department.
- Serves as liaison to the Insurance Division for modified-duty personnel and insurance issues.
- Oversees the uniformed secondary employment permit process.
- Processes all personnel changes.
- Processes salary records and changes due to promotion, demotion, transfer, annual reviews, longevity, supplemental pay, and other adjustments.
- Compiles and presents benefits and service information to new Department employees.
- Prepares Personnel Announcements concerning members' hirings, exits, and movements within the Department.
- Authorizes Personnel Orders.
- Issues identification numbers to members.
- Maintains authorized and actual strength data, publishing a monthly report.
- Serves as a resource to the Department regarding personnel issues.
- Maintains assignment/job description information for all positions and determines the knowledge, skills, and abilities necessary to perform in each position.
- Manages the Position Description Form process for professional staff members, determining the proper classification, reviewing each annually.
- Conducts training regarding career development issues.
- Maintains a Career Resource Center.
- Assists with development and administration of the Performance Appraisal System.

**RESERVED**

**Article 6**



## **PERSONNEL ISSUES**

### **Article 7**

#### **7-1.0 Fair Practices [rev. 07/2008]**

- 7-1.1 *Equal Employment Opportunity (EEO)* [rev. 05/2014]
- 7-1.2 *Discrimination and Harassment* [rev. 09/2016]
  - 7-1.2.1 *Complaint Procedures* [rev. 06/1996]

#### **7-2.0 Drug/Substance Policy [rev. 07/2008]**

- 7-2.1 *Drug/Substance Testing* [rev. 05/2014]
- 7-2.2 *Random Drug/Substance Testing* [rev. 05/2014]
- 7-2.3 *Possible Violations/Reasonable Suspicion* [rev. 07/2008]
- 7-2.4 *Accidental Ingestion or Contact* [rev. 07/2008]

#### **7-3.0 Health Issues [rev. 09/2000]**

- 7-3.1 *Smoking* [rev. 01/2014]
- 7-3.2 *Physical Fitness and Examinations* [rev. 07/2008]
  - 7-3.2.1 *Designated Health Care Provider (DHCP)* [rev. 07/2008]
- 7-3.3 *Psychological Services* [rev. 12/2015]

#### **7-4.0 Sickness and Injury [rev. 07/1997]**

- 7-4.1 *Line-of-Duty Injuries/Illnesses/Incapacitation* [rev. 09/2016]
  - 7-4.1.1 *Auxiliary Police Report of Injury* [rev. 05/2014]
  - 7-4.1.2 *Heart Disease and Hypertension* [rev. 02/2010]
  - 7-4.1.3 *Incapacitation from Duty* [rev. 05/2014]
  - 7-4.1.4 *Exposure to Communicable Diseases* [rev. 05/2014]
  - 7-4.1.5 *Duty Related Trauma* [rev. 05/2011]
- 7-4.2 *Sick Leave* [rev. 12/2015]
  - 7-4.2.1 *Sick Leave for Adoption* [rev. 05/2014]
  - 7-4.2.2 *Family Illness Leave* [rev. 05/2014]
- 7-4.3 *Modified Duty* [rev. 09/2016]
  - 7-4.3.1 *Duty Assignment While Pregnant* [rev. 05/2015]
- 7-4.4 *Modified and Off-Duty Policy for Stress Related Reasons* [rev. 05/2014]

#### **7-5.0 Attendance/Leave Requirements [rev. 07/2008]**

- 7-5.1 *Leave Types* [rev. 05/2015]
- 7-5.2 *Leave Review* [rev. 06/1999]
- 7-5.3 *Leave Scheduling* [rev. 07/2008]

#### **7-6.0 On-Line Time and Attendance System [rev. 05/2014]**

#### **7-7.0 Pay and Compensation [n/a]**

- 7-7.1 *Overtime* [rev. 07/2008]
  - 7-7.1.1 *Overtime Compensation Forms* [rev. 09/2016]
- 7-7.2 *Substitution Pay* [rev. 05/2014]
- 7-7.3 *Miscellaneous Compensation and Expenditures* [rev. 07/2008]
  - 7-7.3.1 *Monetary Awards* [rev. 05/2014]

- 7-8.0 Career Development [rev. 05/2014]**
  - 7-8.1 *Performance Appraisal* [rev. 05/2014]
    - 7-8.1.1 Appraisal Related Forms [rev. 05/2014]
    - 7-8.1.2 Form 115, Performance Observation Form [rev. 07/2008]
  - 7-8.2 *Training* [n/a]
    - 7-8.2.1 Non-Departmental Training [rev. 05/2014]
    - 7-8.2.2 Departmental Training [rev. 05/2014]
    - 7-8.2.3 New Employee Orientation (Non-Sworn) [rev. 09/2016]
  - 7-8.3 *Promotions* [rev. 05/2015]
    - 7-8.3.1 Screening and Eligibility Requirements [rev. 05/2014]
  
- 7-9.0 Employment Status [n/a]**
  - 7-9.1 *Probationary Periods* [rev. 10/2014]
  - 7-9.2 *Termination of Service* [rev. 05/2015]
    - 7-9.2.1 Retirement Credentials [rev. 09/2016]
  - 7-9.3 *Family/Non-Family Member Assignments* [rev. 05/2009]
  - 7-9.4 *Temporary Duty Assignments* [rev. 07/2008]
  - 7-9.5 *Non-Disciplinary Suspension of Police Powers* [rev. 05/2014]
  
- 7-10.0 Transfers [rev. 09/2016]**
  - 7-10.1 *Transfer Between Commands for Non-Specialized Assignments* [rev. 09/2016]
  - 7-10.2 *Transfers within a Precinct* [rev. 09/2016]
    - 7-10.2.1 Transfer to Investigative Services Team (IST) [rev. 09/2016]
  - 7-10.3 *Transfers to Specialized Assignments* [rev. 09/2016]
    - 7-10.3.1 Transfers Between Specialized Assignments [rev. 09/2016]
  - 7-10.4 *Volunteer Assignments* [rev. 05/2014]
  - 7-10.5 *Appeals, Withdrawals, and Cancellations* [rev. 05/2014]
  - 7-10.6 *Administrative Transfers* [rev. 09/2016]
  - 7-10.7 *Stabilization* [rev. 07/2008]
  - 7-10.8 *Transfers for Non-Sworn Members* [rev. 05/2014]
  
- 7-11.0 Personnel Status [n/a]**
  - 7-11.1 *Personnel Information* [rev. 05/2014]
  - 7-11.2 *Other Employment by Sworn Members/Cadets* [n/a]
    - 7-11.2.1 Secondary Employment [rev. 10/2011]
    - 7-11.2.2 Uniformed Secondary Employment (USE) [rev. 05/2014]
    - 7-11.2.3 Application Process [rev. 05/2014]
    - 7-11.2.4 Hours/Conditions [rev. 07/2008]
    - 7-11.2.5 Prohibitions and Restrictions [rev. 05/2014]
  - 7-11.3 *Military Reserves/National Guard* [rev. 09/2016]
    - 7-11.3.1 Reinstatement of Sworn Members [rev. 09/2016]
  
- 7-12.0 Miscellaneous Issues [n/a]**
  - 7-12.1 *Lateral Entry Program* [rev. 01/2014]
  - 7-12.2 *Volunteer/Intern Program* [rev. 09/2016]
  - 7-12.3 *Inquiries Regarding Department Personnel* [rev. 07/2008]
  - 7-12.4 *Police Assistance and Relief (PAR) Fund, Inc.* [rev. 05/2014]
  - 7-12.5 *Physical Fitness Program* [rev. 09/2016]

## **PERSONNEL ISSUES**

### **7-1.0 FAIR PRACTICES**

#### **GRIEVANCES**

- Filed in a manner set forth in the member's current Memorandum of Understanding or the Baltimore County Personnel Manual, respectively.

### **7-1.1 EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

#### **POLICE DEPARTMENT**

- Will provide equal opportunity to all citizens who seek employment and to all presently employed within the Department. This policy will be applied consistent with all applicable federal, state, and local laws or regulations concerning hiring, promotion, discipline, transfer, training, compensation, privileges, and conditions of employment, without regard to race, gender, creed, color, age, religion, national origin, or physical impairment.
- Will base decisions on employment and promotion upon an individual's qualifications as related to valid requirements and essential functions of the position for which the employee is being considered.

#### **DUTIES AND RESPONSIBILITIES**

- The Chief of Police - is directly responsible for exercising a leadership role in formulating and implementing procedures that are in keeping with this policy.
- The Legal Section - will serve as the focal point for complaints of discriminatory employment practices. The Commander, or designee, will:
  1. When notified of a complaint, ensure that complainants are informed of their options and what actions will be taken.
  2. In coordination with the County Office of Law, respond to inquiries from the courts, the Equal Employment Opportunity Commission, the Justice Department, or other agencies or entities.
- Administrative & Technical Services Bureau Commander - is responsible for:
  1. Implementation and coordination of the Department's Equal Employment Opportunity Plan and will ensure that the plan is available for inspection during business hours at an appropriate location within the Public Safety Building, 700 East Joppa Road, Towson, MD 21286-5501.
  2. Development and maintenance of the Department's EEO Plan for the hiring of personnel.
  3. Maintaining the Department's Recruitment Program.
- The Employee Relations Team - is responsible for:
  1. Reviewing all personnel qualifications to ensure that qualified personnel are given full opportunity for transfers and promotions.
  2. Expanding career counseling for all personnel.
  3. Conducting periodic analyses of all personnel actions to ensure equal opportunity.

#### **COMPLAINT PROCEDURES**

- Complaints of discriminatory employment practices are to be filed and processed in accordance with current procedures.

#### **REFERENCE**

- [Baltimore County Police Department EEO Plan.](#)

## **7-1.2 DISCRIMINATION AND HARASSMENT**

### **DEFINITIONS**

- Discrimination - unfair or illegal treatment of a person on the basis of race, color, gender, religion, creed, ancestry, national origin, age, marital status, sexual orientation, gender identity, genetic information, physical or mental disability, or political opinion or affiliation.
- Harassment - actions to inflict distress or vexation or create a hostile environment by besetting an individual with annoyances, distractions, insults, heckling, threats, or unreasonable or unlawful demands.
- Sexual Harassment - unwelcome sexual advances, requests for sexual favors, physical conduct, verbal or other forms of communication of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.
- Fair Practices Liaison (FPL) - member appointed by the Chief of Police to assist in matters concerning discrimination or harassment.
- Involved Members - Department members who feel they have been victims of discrimination or harassment or are aware of possible discrimination or harassment.
- Incident Forms - [Form 258](#), Statement of Incident (charges against sworn and non-sworn members) and [Form 12L](#), Intra-Department Correspondence (charges against non-sworn members).

### **POLICE DEPARTMENT**

- Responsible for resolution of complaints of discrimination, harassment, and sexual harassment arising from its members.
- Neither tolerates nor condones discrimination, harassment, or sexual harassment in any form or to any degree.
- Will not tolerate retaliation in any way against any member who has articulated any concern about discrimination, harassment, or sexual harassment whether that concern relates to discrimination against or harassment of the individual raising the concern or against another individual.

### **DEPARTMENT MEMBERS**

- Will not discriminate against or harass any person, either explicitly or implicitly.
- Assist in the prevention of discrimination, harassment, and sexual harassment.
- Refrain from participation in or encouragement of discrimination, harassment, or sexual harassment.
- Report acts of discrimination, harassment, or sexual harassment whether involved as a victim or witness.
- Encourage members who confide that they are victims of discrimination, harassment, or sexual harassment to report such acts.
- Encountering discrimination, harassment, or sexual harassment will tell the persons of origin that their actions are unwelcome and offensive.

### **SUPERVISORS/COMMANDERS**

- Monitor the work environment of their subordinates for signs that discrimination, harassment, or sexual harassment may be occurring.
- Stop observed acts that may be considered discrimination, harassment, or sexual harassment and take appropriate steps to intervene, regardless of whether the involved members are within the line of supervision or command.
- Limit the work contact between members (e.g., victim and accused, etc.) when a complaint of discrimination, harassment, or sexual harassment is pending resolution.

- Ensure that the policy is distributed to all members on a yearly basis via a [Form 159](#), Order/Directive Verification Form.

### **7-1.2.1 COMPLAINT PROCEDURES**

#### **GENERAL**

- During a departmental trial, when an accused member claims to be a victim of discrimination, harassment, or sexual harassment, the trial board will continue until the original charges/specifications have been resolved.

#### **INVOLVED MEMBERS**

- Who believe they have been the victim of discrimination, harassment, sexual harassment, or having personal knowledge of such incidents will do one of the following:
  1. Notify a supervisor, commander, or the Fair Practices Liaison (FPL) who will prepare the appropriate incident form and contact the Internal Affairs Section (IAS) for a control number (for allegations against sworn members only).
  2. Prepare the appropriate incident forms in accordance with Administrative Manual, Article 2 (Discipline).

- Who believe they are being subjected to discipline as a form of discrimination, harassment, or sexual harassment, may file a complaint prior to the completion of disciplinary procedures.

**NOTE:** Non-sworn members will refer to the Baltimore County Personnel Manual for grievance procedures.

- Who are uncertain they have been a victim may consult the FPL to determine if circumstances constitute discrimination, harassment, or sexual harassment. If the member and the FPL:
  1. Agree that the matter constitutes discrimination, harassment, or sexual harassment, the FPL will do one of the following:
    - a. Advise the member to prepare the appropriate incident form.
    - b. Prepare the incident forms for the victims and, after consulting with IAS, work with the appropriate members to resolve the complaint.
  2. Agree that the matter does not constitute discrimination, harassment, or sexual harassment, the FPL may work with the parties to resolve the matter.
  3. Cannot agree as to the existence of discrimination, harassment, or sexual harassment, they both retain the option of initiating incident forms.

**NOTE:** The FPL is a confidential resource for members to consult in these matters. The FPL has a legal obligation to report or take action when he/she believes a law has been violated and the member is unwilling to do so.

#### **FAIR PRACTICES LIAISON**

- Reviews all incidents of alleged discrimination, harassment, or sexual harassment.
- When requested or warranted:
  1. Assists in the case investigation.
  2. Conducts interviews to assess the severity of the problem within the command.
  3. Keeps in personal contact with the victim to provide any assistance needed.
  4. Assists the commander of the affected assignment to reduce misconceptions or apprehension within the command.

#### **REFERENCES**

- Administrative Manual, Article 2 (Discipline).
- [Baltimore County Personnel Manual](#).

## **7-2.0 DRUG/SUBSTANCE POLICY**

### **GENERAL**

- Department members:
  1. Will not abuse any drug/substance or possess any illegal drug/substance, except in the lawful performance of duty.
  2. Found to be in violation of the law or this policy will be disciplined.
  3. Taking prescription medication under a physician's care will inform their immediate supervisor if the possibility exists that the medication will impair performance while on duty. It will be the member's responsibility to obtain information regarding possible side effects of the medication.
- The Department will:
  1. Protect the public and its members by striving to ensure that members are free from drug/substance abuse and dependence.
  2. Inform members that drug/substance testing may, under specified conditions and circumstances, be required for continuous employment.
  3. Ensure the rights of members in testing.
  4. Provide assessment, counseling, and referral services to members for drug/substance abuse and dependence problems when appropriate.

### **EXPECTATION OF PRIVACY**

- There is no expectation of privacy with regard to the abuse of any drug/substance.
- All property belonging to the Department or the County Government including, but not limited to, vehicles, desks, containers, cabinets, files, storage areas, and lockers, is subject to inspection at any time without notice. These areas are to be free from any illegally possessed drug/substance at all times.
- Inspections will be carried out in the presence of the involved member, when practical or pursuant to process of law.

### **DEFINITIONS**

- Donor - any Department member who submits to a drug/substance test.
- Drug/Substance Abuse:
  1. Controlled Dangerous Substances (CDS) - illegal use of any substance (narcotic and non-narcotic) subject to enforcement under the Maryland Uniform Controlled Dangerous Substances Act and those non-controlled substances inclusive, as enforceable under §5 of the Annotated Code of Maryland, Criminal Law Article.
  2. Non-Prescription Drugs - use other than prescribed by the manufacturer and/or physician that may impair the member's job performance.
  3. Prescription Drugs - use other than prescribed to the member by a physician that may impair the member's job performance.
- Drug/Substance Dependence - a condition that exists when use of a legal or illegal drug/substance causes impairment of social or occupational functions; or when tolerance is developed for the drug/substance; or when withdrawal symptoms appear upon termination of the use of the drug/substance.
- Drug/Substance Test - a test administered under established departmental procedures to detect drugs/substances.
- Random Testing - a system of selecting members for unannounced drug/substance testing, using a random sampling based on a neutral criterion. After selection, the member goes back into the random pool and could be selected again. Eligible donors include all sworn members and non-sworn members employed in special/sensitive positions.

- Reasonable Suspicion - when one or more facts and/or observations lead any supervisor/commander to believe that any member may be involved in the use, possession, or sale of controlled dangerous drugs/substances, or abuse of prescribed or non-prescribed drugs/substances.
- Special/Sensitive Positions - non-sworn positions that require members to engage in drug investigation activity; or to handle, transport, or store drug related evidence; or provide access to drug investigation information.  
**NOTE:** Non-sworn members believing their position to be unjustifiably designated as special/sensitive may submit a written appeal to the Administrative & Technical Services Bureau (ATSB) Commander, who will forward the appeal with recommendations, through the Chief of Police, to the County Administrative Officer. Commanders who believe that a member's position should be designated as special/sensitive should submit a request through the chain-of-command outlining the reasons for inclusion to the ATSB Commander.

## **7-2.1 DRUG/SUBSTANCE TESTING**

### **REQUIRED TESTING SITUATIONS**

- Random Drug/Substance Testing - Eligible donors as selected.
- Reasonable Suspicion - When facts and/or observations lead any supervisor/commander to believe that a member may be in violation of this policy.
- New Employees - As part of the physical examination as required by the County Personnel Manual.
- Recruits - Per the Recruit Training Team SOP.
- Transfers - During the selection process for specialized units that have direct contact with drugs/substances.
- Reinstatements - As part of the physical examination.
- Leave of Absence - Upon return, as determined by the Employment Section Commander.
- Integrity - Unannounced drug/substance tests will be ordered at least one time each calendar year at the direction of the commanding officer for members of the following:
  1. Forensic Services Section (FSS) and Evidence Management Unit (EMU).
  2. Vice/Narcotics Section (VNS).
  3. Investigative Services Team (IST).
  4. Intelligence Unit.
  5. Tactical Unit, K-9 Unit, Aviation Team, Auxiliary Team, and DUI Enforcement Team.

### **TESTING STANDARD**

- The type of test used for reasonable suspicion will be determined by the Internal Affairs Section (IAS) Commander in accordance with applicable laws.
- Other testing will include urinalysis, administered by the County's Designated Health Care Provider (DHCP).
- Testing will be conducted at minimum sensitivity levels in accordance with Department of Transportation (DOT) regulations.

### **REFUSAL**

- A member will be suspended pending the disposition of disciplinary/administrative action as outlined in the Administrative Manual, Article 2 (Discipline), for refusing to submit to an ordered drug/substance test.
- Prospective employees will have conditional offers of employment withdrawn.
- Transfer candidates will be removed from eligibility lists.
- Reinstatement candidates will not be processed and will be eliminated from future consideration.

## **SPECIMEN COLLECTION**

- Will be performed by the Designated Health Care Provider (DHCP) in accordance with established departmental procedures.
- Will allow for privacy unless there is reason to believe that a donor may alter or substitute the specimen.

## **TESTING PROCEDURES**

- Tests will be completed as timely as possible in accordance with established DHCP procedures.
- A specimen method will be used in accordance with DOT split guidelines.
- A specimen will be considered positive only after all tests show a positive indication for a drug/substance and review by the Medical Review Officer (MRO) determines the specimen to be positive.
- Any member testing positive will be placed on suspension per Administrative Manual, Article 2 (Discipline).

## **NOTIFICATION OF TEST RESULTS**

- Will be made:
  1. To all donors in writing by the Employee Relations Team (ERT).  
**EXCEPTION:** Recruits will be notified by the Training Section.
  2. By Medical Review Services (MRS) to the IAS Commander for any donor testing positive.

## **REQUEST FOR RETEST**

- Donors who test positive will be notified in writing by IAS of the employee's right to have an independent test performed at an approved laboratory of the employee's choice at their expense.  
**EXCEPTION:** All re-testing of Reasonable Suspicion test results will be conducted as directed by the IAS Commander.
- Donors must take a written request, which identifies a testing facility, to IAS within 72 hours of receiving notice of the positive test result.
- The DHCP will determine whether the identified testing facility can administer the retest and notify IAS to make arrangements for the retest.
- Retests will be conducted in accordance with established procedures.

## **RECORDS SECURITY RETENTION**

- The ERT supervisor, or designee, will ensure the security and integrity of drug/substance testing information and the computer system.
- Records of all drug/substance tests will be confidentially maintained by the ERT for a period of five years.

## ***7-2.2 RANDOM DRUG/SUBSTANCE TESTING***

### **EMPLOYEE RELATIONS TEAM (ERT)**

- Randomly selects eligible donors.
- Maintains the confidential list of donors selected, only releasing the names through the notification process.
- Maintains the Test Notification Log.
- Notifies the selected donor's precinct/section commander's office who will notify the shift/unit commander on the morning of the test date.

## **ELIGIBLE DONORS**

- Are included in the selection file created from current payroll or personnel records.
- Are identified through an automated random sampling of the selection file.
- Have an equal chance of being selected for testing.

## **SHIFT/UNIT COMMANDER**

- Notifies the selected donor.
- Directs the donor to report to the appropriate Designated Health Care Provider (DHCP) location as instructed on the [Form 200](#), Order for Drug/Substance Testing, in accordance with time restrictions (two hours).
- Random/drug substance testing is conducted Tuesday through Friday. Testing is available during all shifts. Selected donors are to be notified upon reporting to work on that date via the [Form 200](#).

**NOTE:** If the selected donor is working shift two, they are to be notified to report as soon as possible.

## **SELECTED DONORS**

- Acknowledge notification with their signature on the [Form 200](#) and carry the original and one copy to the testing location.
- Will report within two hours to the testing location.
- Will present their Department identification to the testing official as proof of identification.

## **TEST DEFERRAL**

- May be granted if the donor is:
  1. On authorized leave status.
  2. In an administrative status such as:
    - a. In-Service Training.
    - b. Suspension (with or without pay).
    - c. Official travel status requiring attendance away from the test site.
- Part II of the [Form 200](#) must be completed and approved by the donor's commander, with a copy forwarded to the ERT.

## ***7-2.3 POSSIBLE VIOLATIONS/REASONABLE SUSPICION***

### **DEPARTMENT MEMBERS**

- Will report any possible violation of this policy immediately to an on-duty shift/unit commander.

### **INTERNAL AFFAIRS SECTION**

- Investigates all reports of possible violations of this policy.
- Directs all drug/substance testing performed for reasonable suspicion.

### **SHIFT/UNIT COMMANDERS**

- If the accused appears to be under the influence of a drug/substance, will:
  1. Notify and consult with the IAS Commander.
  2. Follow instructions given by the IAS Commander regarding drug/substance testing procedures.
  3. Initiate a [Form 200](#) and have the accused member sign the form as directed.
  4. Complete a [Form 258](#), indicating the appearance and demeanor of the member under suspicion and forward it through the chain-of-command to the IAS.

5. Place the accused on suspension with pay and under order not to report back to work until further notice. Refer to Administrative Manual, Article 2 (Discipline), for further disciplinary procedures.  
**EXCEPTION:** Non-sworn members will be removed from duty and the Baltimore County Office of Human Resources will be contacted for leave status.
  6. Escort the member home, if necessary, after completion of all ordered testing and examinations.
  7. Notify the accused member's commander as soon as possible.
- Who receive information of a suspected violation of this policy but the accused member does not appear to be under the influence of a drug/substance will:
    1. Notify the accused member's commander and the IAS Commander by telephone.
    2. Complete a detailed [Form 258](#) identifying the source of information.
    3. Forward the [Form 258](#) to the accused member's commander.

#### **7-2.4 ACCIDENTAL INGESTION OR CONTACT**

##### **GENERAL**

- Affected members will complete a [Form 12L](#), Intra-Department Correspondence, describing the incident in detail as soon as possible.
- Supervisors will:
  1. Review the [Form 12L](#) and comment accordingly.
  2. Refer to Administrative Manual, Article 7 (Personnel Issues) for line-of-duty injury procedures.
- The same procedures will be followed if accidental contact occurs when performing necessary police functions while off duty.

#### **7-3.0 HEALTH ISSUES**

##### **GENERAL**

- Information or records regarding a member's medical condition are confidential. Access is limited to those with a legal need to know. Disclosure of such information, except as required by law, must not be made without the expressed written consent of the member.
- All members must maintain a level of health and fitness that will permit them to carry out the essential functions of their position. Physical training facilities are available for use at the Public Safety Building and several precincts. All members are encouraged to take advantage of the facilities or other resources to maintain their fitness levels.
- Members who cannot properly perform their duties may be subject to fitness-for-duty evaluations.
- Members will participate in physical training programs as required by the Department, such as those given by the Tactical Unit, K-9 Unit, and the Training Section.

#### **7-3.1 SMOKING**

##### **GENERAL**

- It is the Department's policy to promote a safer, healthier workplace.
- Smoking is prohibited anywhere in any Department facility, and will only be allowed in designated smoking areas away from building entrances.
- Commanders shall designate outside smoking areas that are appropriate to their work facility.
- Smoking is prohibited inside of any Baltimore County vehicle.  
**NOTE:** Includes leased or loaned vehicles operated by Baltimore County employees.

- This policy applies equally to all members of the Department, and to any visitor, witness, prisoner, or other person entering a Department facility or vehicle.  
**EXCEPTION:** During undercover operations, members will need to use their discretion regarding smoking in a vehicle.
- Supervisors have a responsibility to ensure compliance when violations are brought to their attention.

### **7-3.2 PHYSICAL FITNESS AND EXAMINATIONS**

#### **GENERAL**

- Physical Examinations are performed at the Designated Health Care Provider (DHCP).
- For required examinations, there is no fee for the member. If a personal physician is selected, the member must pay the fee. The result may be submitted to the DHCP for review, but the member must still be examined by the DHCP.

#### **7-3.2.1 DESIGNATED HEALTH CARE PROVIDER (DHCP)**

#### **PRE-EMPLOYMENT**

- All applicants requesting employment with the Department must pass a physical examination and urinalysis prior to being hired.

#### **NON-SERVICE CONNECTED INJURY/ILLNESS**

- Normally, members must see their private physician for treatment of non-service connected injury or illness.

#### **MODIFIED DUTY**

- Members recommended for modified duty by a private physician will adhere to all procedures regarding follow-up as if reporting to the DHCP.

#### **REFERENCE**

- [Workers' Compensation Act of Maryland](#).
- Training Bulletin.

### **7-3.3 PSYCHOLOGICAL SERVICES**

#### **DEPARTMENT PSYCHOLOGICAL SERVICES**

- Provides professional services to the Department, and its members.
- Provides crisis response and intervention, including call-outs to critical incidents (e.g., shootings, hostage situations, unexpected/sudden death, etc.).
- Provides fitness-for-duty evaluations.
- Provides applicant screening for pre-employment purposes.

#### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

- Provides free, confidential, and professional assessment and referral assistance for members and anyone in their household.
- Provides mental health services, as well as work/life assistance (e.g., referral services for child, elder, and pet care; consultations in reference to legal matters, identity theft, and personal finance; etc.).

#### **BALTIMORE COUNTY OFFICE OF HUMAN RESOURCES**

- Acts as liaison with the Department-approved psychological services caregiver.
- Provides EAP referral assistance to Department members.

- Must approve supervisor-mandated referrals to Department Psychological Services and EAP prior to the consultation.

### **DEPARTMENT MEMBERS**

- Are eligible for crisis response and intervention, and other services provided by the Department-approved psychological services caregiver.
- May contact the Department-approved psychological services caregiver directly for work-related incidents; have no limit to the number of related sessions, and all related sessions will be at Department expense.
- Along with their household members (i.e., relatives and non-relatives), are eligible for EAP.
- May contact the EAP directly 24 hours a day.
- Making appointments for services for themselves or other family members may be billed for services if they fail to appear or provide adequate notice of cancellation.
- Needing access to clinical files previously maintained by the former Psychological Services Unit will contact the County Department of Health and Mental Hygiene.

### ***7-4.0 SICKNESS AND INJURY***

#### **GENERAL**

- Leave issues are also addressed in the respective Memorandums of Understanding or the Baltimore County Personnel Manual and are subject to change.

### **DEPARTMENT MEMBERS**

- Who are sworn and on extended illness/injury leave for a period of time specified in the member's Memorandum of Understanding will be marked five days sick or injured and two days leave per week on the Daily Assignment and Activity Report (DAAR) during each month of the illness/injury. When the extended illness/injury leave is for less than the contracted time period, the member will be marked regular leave and sick or injured leave per the regular shift cycle as the case may warrant.
- Who are non-sworn, will refer to the Baltimore County Personnel Manual for extended leave procedures.

### ***7-4.1 LINE-OF-DUTY INJURIES/ILLNESSES/INCAPACITATION***

#### **DEFINITION**

- Service Connected Disability -
  1. For workers compensation purposes, occurs when Department members suffer a disability resulting from an accident or illness found to be compensable under the State Workers' Compensation Act, as set forth in Baltimore County Code (BCC) 4-8-102, Special Rule 12.03.A.
  2. For disability retirement purposes, occurs when Department members become totally and permanently incapacitated for duty as the natural and proximate result of an accident occurring while in the actual performance of duty at some definite time and place, without willful negligence on the member's part, as set forth in BCC 5-1-223, 5-1-224, and 5-1-226.

#### **ACCIDENT LEAVE**

- Given to the disabled member, if approved by the Baltimore County Workers' Compensation Claims Administrator.
- Starts on the first day of such absence.
- May be delayed or denied, if the injured employee fails to meet the time requirements for notification and reporting outlined in this section.

- Is granted only to permanent, probationary, and provisional classified members.

## **INJURED MEMBERS**

- Immediately notify their supervisor.
  - EXCEPTION:** Pay Schedule I and II employees must notify management of any injury within two workdays of the time for which the member requests Accident Leave.
- Who do not require immediate medical attention will return to duty and report to the County's Designated Health Care Provider (DHCP) within the next business day.
- Who are taken to a hospital or private physician and released with no restrictions, will return to full line-of-duty and submit "released to full duty" documentation to their supervisor.
- Who are taken to a hospital or private physician and are told to return for modified duty, or to not return to work:
  1. Must report to the DHCP within the next business day;
  2. Will not return to modified or full line-of-duty work, until given a return to duty release from the DHCP.
- **NOTE:** Contact the Baltimore County Office of Human Resources (OHR) if additional time to report is needed due to physical incapacity.
- Reporting to a medical facility other than the DHCP for emergency treatment, will inform the facility staff that billing should be sent to the Baltimore County Workers' Compensation Claims Administrator.
- Reporting to the DHCP, will take with them any written recommendations received from their private physicians.
- Notify the Administrative & Technical Services Bureau (ATSB) and their commander if the DHCP recommends modified duty status.
  - NOTE:** Notifications will be made on the same day the member receives the recommendation from the DHCP.
- May be contacted by the Baltimore County Workers' Compensation Claims Administrator regarding the injury and "Employee's First Report of Injury."
- Report to the DHCP for evaluation and follow-up as scheduled by the DHCP, or immediately if the injury worsens.
  - NOTE:** Members unable to report for a scheduled appointment will contact the Police Personnel Section - Office of Human Resources (PPSOHR) for instructions prior to the appointment time.
- Provide copies of all DHCP authorization forms to the ATSB and their supervisor after DHCP visits.
- Will be marked working for scheduled DHCP doctor visits which determine their duty status.
- Must submit to the PPSOHR a slip from the therapist/physician showing the appointment was kept and appointment duration.
  - NOTE:** Physician/therapist appointments must be authorized by the Baltimore County Workers' Compensation Claims Administrator.
- May submit a [Form 110](#), Overtime Pay Form, or [110A](#), Compensatory Leave Form, for straight-time compensation for authorized DHCP doctor visits which determine their duty status.
- Will be marked sick for therapy visits or other caregiver appointments other than DHCP doctor visits attended during their normal tour of duty.
- Will not be compensated for therapy visits or other caregiver appointments other than DHCP doctor visits attended outside of their normal tour of duty.
- May submit documentation to the Baltimore County Workers' Compensation Claims Administrator to receive mileage reimbursements for DHCP and other medical caregiver visits.

- Must file the Workers' Compensation Commission Employees' Claim Form within two years of the incident to comply with the statute of limitations provisions of the Workers' Compensation law.
- Will be required to use sick and/or other leave for prior journal markings, if it is later determined that the injury is not work related.
- Incapacitated from regular assignment may be given other duties within County Government during the recuperation period. Unwillingness to accept the assignment as directed by the Chief of Police or the County Administrative Officer will make the member ineligible for accident leave under this regulation during the recuperation period.
- Desiring to make a settlement in a civil suit with regards to injuries sustained in the line of duty must notify the Baltimore County Workers' Compensation Claims Administrator. Upon approval, the member will be notified that settlement may be made.
- Found by the DHCP to be permanently unable to work full duty and unable to work in a modified duty capacity will be notified by the OHR of the options available to them.

### **MEMBER'S SUPERVISOR**

- Ensures injured members follow the time, notification, and reporting procedures.
- Arranges for the injured member to receive transportation to the appropriate facility.
- Completes a [Form 222](#), Supervisor's Preliminary First Report of Injury, faxes a copy to the OHR Workers' Compensation Unit, and sends the original to the PPSOHR via departmental mail.
- Submits all medical releases and reports received on behalf of the member to the OHR, Workers' Compensation Unit, immediately upon request.  
**EXCEPTION:** In cases of exposure, refer to Section 4.1.4, Exposure to Communicable Diseases.

### **SHIFT COMMANDERS**

- Ensure the member is properly marked in the Daily Assignment and Activity Report (DAAR).
- Mark the member "sick" on the DAAR if the member misses time before the DHCP is open.  
**NOTE:** This may be changed to accident leave with approval from the DHCP and the Baltimore County Workers' Compensation Claims Administrator.

### **COMMANDERS**

- Review and sign all departmental reports submitted.
- Submit updates to the PPSOHR of all assigned personnel carried as sick or injured under this provision, along with their status, for inclusion in the Modified and Off Duty Report.
- Notify the OHR of members on modified duty.

### **POLICE PERSONNEL SECTION - OFFICE OF HUMAN RESOURCES (PPSOHR)**

- Maintains confidential employees' files with copies of [Forms 222](#), DHCP authorization forms, and other related injury documentation.
- Acts as liaison between Department members, DHCP employees, claims representatives, and the administration.

### **PAYROLL & SALARY ANALYSIS TEAM**

- Records accident leave in DAAR.
- Records accident leave on the member's leave record card.

### **DESIGNATED HEALTH CARE PROVIDER (DHCP)**

- Determines the physical ability of members to work.

## **REFERENCE**

- [Baltimore County Workers' Compensation Contact Information](#).

### **7-4.1.1 AUXILIARY POLICE REPORT OF INJURY**

#### **AUXILIARY OFFICERS**

- Injured while on duty will submit a [Form 12L](#) to the Auxiliary Office. If unable, an Auxiliary Police supervisor will submit the [Form 12L](#).

#### **SUPERVISOR**

- Ensures injured members receive necessary medical attention through the DHCP or other appropriate facility.
- Arranges for the injured member to receive transportation to the appropriate facility if necessary.
- Completes the Baltimore County Auxiliary Report of Occurrence.
- The ranking Auxiliary Police supervisor will give all available information to the shift commander.

#### **SHIFT COMMANDERS**

- Will review the [Form 222](#), Supervisor's Preliminary First Report of Injury, and submit it to his or her commander for distribution to the Baltimore County Workers' Compensation Claims Administrator and the OHR.

### **7-4.1.2 HEART DISEASE AND HYPERTENSION**

#### **GENERAL**

- Any condition or impairment of health of any paid police officer that is caused by heart disease or hypertension resulting in total or partial disability or death will be presumed to have been suffered in the line of duty and as a result of employment.
- Members will be marked sick leave in the Daily Assignment and Activity Report (DAAR), regardless of whether the illness occurred on or off duty.
- Members must file a claim with the Workers' Compensation Commission within two years of the original incident to be eligible to receive accident leave for the lost sick time. If the Commission determines that the condition occurred as a result of employment, the lost sick time will be converted. This procedure is not binding upon the Medical Advisory Board and/or the Workers' Compensation Commission.

### **7-4.1.3 INCAPACITATION FROM DUTY**

#### **DEFINITION**

- Incapacitation from duty - Any condition or impairment occurring on duty that renders the member (at the time of impairment) unable to perform the essential functions of their classification.

#### **INJURED MEMBERS**

- Immediately notify their supervisor upon suffering any type of impairment that may render them incapable of performing the essential functions of their classification.
- Report to the DHCP within 24 hours of the impairment, regardless of current work status or treatment received by hospital or private physician.  
**NOTE:** Contact the OHR if additional time to report is needed due to physical incapacity.
- Who are taken to a hospital or private physician will not return to work until able to report to the DHCP.

- Reporting to a medical facility other than the DHCP for emergency treatment will inform the facility staff that billing should be sent to the Baltimore County Workers' Compensation Claims Administrator.
- Reporting to the DHCP will take with them any written recommendations received from their private physicians.

### **MEMBER'S SUPERVISOR**

- Completes a [Form 222](#), Supervisor's Preliminary First Report of Injury, faxes a copy to the Baltimore County Workers' Compensation Claims Administrator, and sends the original to the OHR via departmental mail.

## **7-4.1.4 EXPOSURE TO COMMUNICABLE DISEASES**

### **GENERAL**

- Members will be especially sensitive to a person's condition and treat that person fairly, humanely, and with the same respect with which others are treated.
- Information or records regarding an employee with a communicable disease are confidential. Access to information is limited to those with a legal need to know. Disclosure of such information can only be made with the expressed written consent of the person having the disease.

### **EXPOSURE**

- Precautions should be taken to minimize risk.
- Occurs when a person's blood or body fluids transfer to a member's blood stream by:
  1. Needle sticks or cuts caused by blood covered objects.
  2. Human bites that break the skin.
  3. Contact with the source patient's blood, or bodily fluids containing blood through broken skin.
  4. Blood or body fluids containing blood entering a person's mucus membrane (eyes, nose, and mouth).

### **PRECAUTIONS**

- Members will take all necessary precautions when entering crime scenes where body fluids are present.
- Open cuts and sores on a member should be protected with bandages.
- Bandages should be changed if they become wet or soiled.
- Immediately wash hands with soap and water. If soap and water are not available, alcohol or alcohol-based sanitizers may be used. The area should be washed with soap and water as soon as possible.
- Caution should be used when handling items such as syringes or knives.
- Disposable gloves will be worn anytime body fluids are handled, or when handling either wet or dry items which were soiled. When removing disposable gloves:
  1. Roll gloves inside out from the wrist to the fingertips.
  2. Dispose of gloves in the precinct/unit biohazard container if contaminated with blood. All other gloves may be disposed of in a regular trash container.
  3. Immediately wash hands with soapy water.

### **DEPARTMENT MEMBERS**

- Disinfect the exposed area with alcohol or an antimicrobial product.
- Avoid using these products near mouth or eyes. Flush these areas with copious amounts of water.

- Immediately wash hands with soap and water. If soap and water are not available, alcohol or alcohol-based sanitizers may be used. The area should be washed with soap and water as soon as possible.
- Notify a supervisor.
- Report to the Greater Baltimore Medical Center (GBMC) Emergency Room at the direction of the Safety Officer for treatment/post-exposure follow-up care. The member must report to the DHCP when notified to do so by the Safety Officer.
- If injured, should report to the nearest emergency room. For bloodborne pathogen exposure cases, the Safety Officer will be contacted for further instructions.
- Complete the Employee Report of Exposure Incident Report and forward to the Safety Officer.

**SAFETY OFFICER**

- Identifies the location of the source patient.
- Contacts the Fire Department Duty Officer through the 9-1-1 Police Liaison.
- Advises the Fire Department Duty Officer of the source patient location and the need to obtain a blood sample from the source patient.
- Contacts GBMC's Lab and identifies him/herself, advises that the source's blood is enroute, and gives the lab the unique identification number.
- Provides the lab with a callback number as well as a fax number where the test results will be sent.
- Notifies the employee of the test results.
- Notifies the treating facility that GBMC will be faxing results from a source and gives the treating facility the unique identification number.
- Contacts the Legal Section and the State's Attorney's Office to arrange for a court ordered blood draw from the source patient.

**FIRE DEPARTMENT REPRESENTATIVE**

- Responds and verifies that an exposure has occurred.
- Counsels the source person, obtains their written consent to the testing, and completes the Source Evaluation and Testing Form.
- Obtains blood samples in two red top tubes and marks the following:

Patient's Initials	Last 4 Digits SS# Backwards
— —	— — — —
Source's Date of Birth	Current Date
— — — —	— — — —
MM DD YYYY	MM DD YYYY

**NOTE:** This is a confidential way to identify the source person. Do not identify the source person by name. Any reference must use this unique identification code.

**MEMBER'S SUPERVISOR**

- Verifies that an exposure has occurred.
- Ensures that the exposed member has followed post-exposure disinfecting procedures.
- Contacts the Department Safety Officer via the 9-1-1 Police Liaison.
- Ensures that the member receives proper medical care as soon as possible.
- Obtains two red top tubes of blood from the Fire Department representative and ensures both tubes are properly marked with the unique identification number.
- Obtains the completed Source Evaluation and Testing Form and original signed consent form from the Fire Department representative.

- Notifies the Safety Officer that the blood has been drawn and is enroute to GBMC. Gives the Safety Officer the information from the Source Evaluation and Testing Form.
- Transports the blood samples along with the paperwork to GBMC's Emergency Room and locates the Charge Nurse. Advises the Charge Nurse that a Baltimore County Police Department employee was involved in a possible bloodborne pathogen incident and he/she is there to drop off the sample for testing.  
**NOTE:** The results of all blood samples are reported to the Safety Officer in a timely manner after the sample arrives at the GBMC Laboratory. The exposed member(s) will be promptly notified of test results.
- Completes the DHCP Authorization for Examination for Treatment.
- Reports the incident to the Claims Management Unit.
- Completes a [Form 222](#), Supervisor's Preliminary First Report of Injury, faxes a copy to the Baltimore County Workers' Compensation Claims Administrator, sends the original to the OHR, and forwards a copy to the Safety Officer.
- Completes a Bloodborne Pathogen Exposure Supervisor Survey and forwards to the Safety Officer.

### **LEGAL SECTION REPRESENTATIVE**

- Provides guidance in obtaining Court Ordered Testing.  
**NOTE:** This process can take up to several days to execute. The exposed member must prepare a written affirmation explaining the circumstances of the exposure, the efforts to obtain an informed consent, and the source person's refusal to have his/her blood tested voluntarily.
- Contacts the State's Attorney's Office to arrange a court ordered blood draw from the source patient.

### **DISINFECTION PROCESS**

- Remove gross contamination from clothing at the scene using paper towels, tissues, etc.
- Contact a supervisor immediately.
- Return to the precinct, as soon as possible, when supervisors have made arrangements for relief at the scene.
- Remove contaminated clothing at the precinct.
- Wash the skin contacted by the body fluid with soap and water while wearing disposable latex gloves.
- Dry skin and apply a paper towel soaked in 70% isopropyl alcohol to the affected area for two minutes.
- Rewash the area with soap and water and dry. Do not rub skin so hard that it becomes chafed.  
**NOTE:** Any items (e.g., towels, tissues, bandages, etc.) contaminated by blood will be disposed of in the biohazard container.

### **POST-DISINFECTION RESPONSE**

- After verifying that an exposure has occurred, the supervisor will ask the source person if he/she will voluntarily submit to a blood test for Hepatitis-B and the AIDS virus. The blood test will be administered by the designated treatment facility. If the test is:
  1. Consensual, the source has to read and sign the Baltimore County Fire Department's Informed Consent and Agreement to HIV Testing/Source Evaluation and Testing Form.
  2. Non-consensual or refused, the supervisor will contact the Safety Officer for further instructions. If after hours, the supervisor will contact the 9-1-1 Police Liaison. The Liaison will contact the Safety Officer, who in turn will contact the supervisor and provide further instruction.

- Both the supervisor and the employee will complete the Baltimore County Employee Report of Exposure Form and the Supervisors Investigation of Exposure Incident Form and forward the originals to the Safety Officer.
- Members will report as soon as possible to the designated hospital emergency room.
- The member should report to the designated hospital emergency room for post exposures, evaluations, and treatment. The attending physician will be requested to medically verify that an exposure has occurred as defined by the Centers for Disease Control. The member must then report to the DHCP the next business day.

### **OFF-DUTY OFFICERS**

- Acting in the line of duty who believe that they have been exposed will contact the shift/unit commander of their own precinct/section or division and follow procedures as stated above.
- May contact the on-call Safety Officer for further instructions.

### **REFERENCES**

- Administrative Manual, Article 8 (Departmental Property).
- Exposure Plan Guide.

### ***7-4.1.5 DUTY RELATED TRAUMA***

### **COMMANDERS**

- Will be notified immediately whenever members of their command have:
  1. Been seriously injured as a result of an accident or shooting.
  2. Caused another to be seriously injured or killed as a result of any action (i.e., accident or shooting) while in official capacity.
  3. Been held hostage by an armed subject.
- Respond to the scene and make contact with the member involved.
- May contact and enlist the aid of a Department Chaplain (preferably of the same faith as the officer involved) if necessary.
 

**NOTE:** Chaplains should be notified via the on-call list with the 9-1-1 Police Liaison.
- Make arrangements for the notification of an injured member's family.
 

**NOTE:** At least one uniformed officer should be present during notification of the member's family.
- Contact the Department-approved psychological services caregiver.
- Unable to directly contact the psychological services caregiver, will attempt to contact a Critical Incident Support Team member through the 9-1-1 Police Liaison.
- May grant from zero to three days leave before, during, or after the member's contact with the Department-approved psychological services caregiver. The member will be marked "P" (Permission with Pay) on the Daily Assignment and Activity Report. Leave beyond this period will be done in accordance with County policy.
- Will place the member in a non-line duty assignment pending an administrative review, and document this on the appropriate report.

### **PSYCHOLOGICAL SERVICES CAREGIVER**

- Meets with the involved member within 72 hours of notification, when feasible.
- Renders appropriate assistance.
- Provides authorization, when warranted, for the member to return to duty.

### **REFERENCE**

- Field Manual, Article 11 (Critical Incidents and Assemblages).

## **7-4.2 SICK LEAVE**

### **SICK LEAVE USES**

- Absences caused by illness/injury not compensable under the Workers' Compensation Law of Maryland.
- Medical, dental, or optical appointments.
- Treatment/confinement due to quarantine as determined by an authorized medical authority.  
**NOTE:** The above situations are considered non-service connected disabilities.
- Adoption, in some cases (refer to Section 7-4.2.1).
- Family illness (refer to Section 7-4.2.2).
- Family and Medical Leave Act (FMLA) protected leave (refer to Section 7-5.1).

### **GENERAL**

- Sick leave must be used in hourly increments in accordance with the member's current Memorandum of Understanding.
- Members using sick leave are required to call their supervisor at least one hour prior to their tour of duty on each day they are out of work due to illness, unless prior arrangements have been made with their supervisor.
- Members using sick leave for necessary medical, dental, or optical appointments will notify their commander as soon as possible prior to the scheduled appointment.
- An "occurrence" of sick leave is defined as any unscheduled use of sick leave - including unscheduled use of sick leave for family members, unless the absence is within the parameters of the member's approved FMLA protected leave.
- Members on sick leave for five or more consecutive work days are required to submit a medical release to return to work from their private physician or health care provider.
- Members having prior knowledge that they will be on sick leave for five or more days may be required by the commander to submit in advance a written statement from their private physician, which will include the:
  1. Anticipated dates of absence.
  2. Member's anticipated work status upon return to work (e.g., full-duty, restrictions, modified duty, etc.).
  3. Anticipated date of return to work.
- Members on extended or long term sick leave for non-service connected disabilities must submit medical documentation.

### **FORM 53, SICK LEAVE REPORT COMPLETION**

- Blocks not mentioned below are self-explanatory.
- Person Taking Report: Enter the name of the member receiving the absentee's information.
- Total Sick Leave Used: Enter only the sick leave used.
- Total Other Leave Used: Enter only the leave used in place of sick leave.
- Distribution:
  1. Original - to the Administrative & Technical Services Bureau.
  2. Copy - retained in the member's personnel folder by the commander.

### **PHYSICIAN'S RELEASES**

- Required for all Department members on sick leave for five work days or more.  
**NOTE:** The medical release should state the:
  1. Dates the member was unable to perform the essential functions of their job.
  2. Member's work status upon return to work (e.g., full-duty, restrictions, modified duty, etc.).

- 3. Anticipated duration of any restrictions, modified duty, etc.
- Required for all members on notice of excessive absenteeism due to illness for each occurrence.
- Obtained by the member, in writing, from a private physician or health care provider.
- Submitted upon return to duty. If a required release is not furnished, the period of absence will be converted to annual leave and disciplinary action may occur.

### **SICK LEAVE USE/ABUSE**

- Supervisors will monitor the use of sick leave by all members under their command.
- Supervisors will note recurring patterns of absences to identify possible sick leave abuse.
- Supervisors will discuss absence problems with the member.
- If after counseling, a member's attendance does not improve, they may be placed on One Day Notice for sick leave.
- Refer to the applicable Memorandum of Understanding for the time limits of excessive absenteeism for employees covered by the various bargaining units.
- When an investigation and physician's examination reveals that sick or accident leave was taken as a result of a feigned injury/illness or drug abuse, appropriate personnel and disciplinary procedures will be followed.
- Sick leave taken as a result of an injury/illness attributed to alcohol and/or drug abuse will cause the member to be assessed in accordance with the Drug/Substance Abuse Policy (Section 7-2).

### **FOUR OR MORE SICK LEAVE OCCURENCES IN ANY CONSECUTIVE 12-MONTH PERIOD**

- Supervisors will meet with members who have had four or more sick leave occurrences in any consecutive 12-month period and discuss ways to improve attendance in accordance with the County Absence Control Policy. Supervisors will inform members of their rights under the Family and Medical Leave Act (FMLA) by referring members to Administrative Manual, Section 7-5.1 and/or the Baltimore County Office of Human Resources (OHR).

**NOTE:** Supervisors will refer to the Baltimore County Personnel Manual for procedures to be followed when a member has four or more occurrences in any consecutive 12-month period.

### **ONE DAY NOTICE DUE TO EXCESSIVE ABSENTEEISM**

- A member on One Day Notice will not be paid for any amount of sick leave unless a physician's report is submitted.
- Commanders wishing to place an employee on "excessive absenteeism notice" must contact the OHR.
- To place an employee on One Day Notice for sick leave taken, the commander must complete a Notice of Excessive Absenteeism Due to Illness Form (original and three copies). The member will initial all copies. All copies will be submitted to the OHR.
- Following approval by the Director of the OHR, the Notice of Excessive Absenteeism Due to Illness Form will be distributed as follows:
  1. Original - OHR.
  2. First copy - retained by the member.
  3. Second copy - retained in the member's personnel file.
  4. Third copy - retained by the member's supervisor.

**NOTE:** If after being placed on notice for excessive absenteeism the member's attendance does not improve, supervisors will contact the OHR for further guidance.

- To remove a member from One Day Notice, commanders must submit a Removal From One Day Notice Due to Excessive Absenteeism Form to the OHR.
- All supervisory, management, and confidential (SMC) employees maintaining a satisfactory attendance record of six consecutive months after being placed on excessive absenteeism notice will no longer be subject to the above requirements.

## **UNEARNED SICK LEAVE**

- May be granted by the OHR under recommendation from the Chief of Police, at full or partial pay. The recommendation must be accompanied by a written statement from the employee's physician or health care provider. An additional physician's statement may be required during the period of absence.
- Can be advanced only after the employee has exhausted all accrued sick leave and available leave days. This does not include the 104 leave days necessary for "weekend leave" for sworn personnel.  
**NOTE:** Paid holidays granted by the County are not included as available leave.
- May be extended to a maximum of 30 workdays, generally. In unusual circumstances, the Director of the OHR may extend sick leave beyond the 30-day limit.
- Will be paid back with regularly earned sick leave after the employee returns to work. No sick leave will be accrued until the advanced sick leave is paid back.
- Is subject to review by the Personnel Salary and Advisory Board.
- Will be deducted from the employee's final paycheck and/or retirement check if the employee terminates employment prior to paying back the unearned sick leave. This applies to a maximum of 30 workdays.
- Supervisors will contact the OHR for appropriate forms.

## **REFERENCES**

- Administrative Manual, Article 2 (Discipline).
- [Baltimore County Personnel Manual](#).
- [Memorandum of Understanding](#).

### **7-4.2.1 SICK LEAVE FOR ADOPTION**

#### **DEFINITION**

- Primarily Responsible - The employee must either have sole legal custody of the child or be responsible for the care of the child the majority of the time.

#### **GENERAL**

- Any member taking custody of a child who is intended to be adopted, and who is the person primarily responsible for the care of the child, may use up to 30 days of earned sick leave for the care of the adopted child as provided by the Family Medical and Leave Act (FMLA).
- Requests are to be made on a [Form 12L](#), Intra-Department Correspondence, and sent through the channels to the commander who may request verification prior to approval.
- The employee must notify the commander as soon as possible and contact the Baltimore County Office of Human Resource (OHR).
- If both parents are County employees, they may designate the person primarily responsible or divide the use of sick time between them. This request must be made on a [Form 12L](#) and sent through the channels to the Payroll & Salary Analysis Team, who will verify the amount of approved leave.

### **7-4.2.2 FAMILY ILLNESS LEAVE**

#### **FAMILY ILLNESS LEAVE**

- This type of leave is available to all employees.
- Employees may use up to 40 hours of earned sick leave per calendar year for the care of an immediate family member during their illness.
- Immediate family members are defined as: spouse, parent, child, and/or legal dependent of the employee.

- Additional sick leave may be used for an illness in the employee's immediate family with the approval of the Director of the Baltimore County Office of Human Resources (OHR). The employee is required to submit a statement to the employee's supervisor stating the relationship of the ill family member, the nature of the illness, and the necessity for assisting the ill member of the family.  
**NOTE:** Employees must contact the OHR to obtain a request form.
- The Director of the OHR will review the individual circumstances, the expected duration of caretaker need, employee's employment record, as well as the Department recommendation.

### **7-4.3 MODIFIED DUTY**

#### **GENERAL**

- Modified duty status is a limited time period that allows an employee to work in a temporary position while recovering from an injury/illness, whether the employee is injured or ill on the job or injured or ill from a non-work related situation.
- Medical eligibility for a modified-duty status will be determined by the Designated Health Care Provider (DHCP) and/or the member's medical provider (at the discretion of the Director of the Baltimore County Office of Human Resources (OHR) after consultation with the County Attorney or his designee).

#### **MODIFIED DUTY ASSIGNMENTS**

- Are temporary assignments identified by the Department as either short-term (12 weeks or less) or long-term (more than 12 weeks).  
**NOTE:** Pregnant members will be considered short-term assignments for purposes of this policy.
- Are assigned to members based upon the needs of the Department, the requirements of the assignment, and in accordance with the restrictions/limitations of the injury/illness as determined by the DHCP and/or the member's medical provider (at the discretion of the Director of the OHR after consultation with the County Attorney or his designee). When feasible, at the discretion of the Chief of Police, the member's rank and seniority may be considered for assignment preference.
- Are not considered specialized assignments requiring a selection process.
- Are subject to change at the discretion of the Chief of Police or his designee.

#### **DEPARTMENT MEMBERS**

- Recommended for a modified duty status by the DHCP and/or their medical provider (at the discretion of the Director of the OHR after consultation with the County Attorney or his designee), must provide the OHR with documentation from the DHCP and/or their medical provider indicating the duration of the modified duty status and any restrictions/limitations.
- Restricted to a modified-duty status will be given a list of rules and responsibilities from the Administrative & Technical Services Bureau (ATSB).
- Assigned to short-term modified duty assignments are responsible for notifying their permanent assignments of the proper marking on the Daily Assignment and Activity Report (DAAR) and will be marked accordingly (i.e., "DQ," "VQ," "SQ") for anytime worked while in a modified-duty status.
- Restricted to a long-term modified duty status will remain in their assignment unless reassigned by the ATSB Commander.
- Assigned to long-term modified duty assignments will be placed on that command's DAAR and will be marked accordingly (i.e., "DQ," "VQ," "SQ") for anytime worked while in a modified-duty status.

- Assigned to a long-term modified duty assignment may request to be considered for a different long-term modified duty assignment by submitting a [Form 12L](#), Intra-Department Correspondence, to the ATSB Commander. The 12L will include the desired modified duty assignment. After determining if the desired assignment complies with the member's medical restrictions/limitations, the ATSB Commander will consult with the OHR for final approval. The ATSB Commander will, at a minimum, take into consideration the needs of the Department, the requirements of the assignment, and the member's restrictions/limitations before approving the request.
- Restricted to a modified duty status based on a medical evaluation by the DHCP and/or their medical provider (at the discretion of the Director of the OHR after consultation with the County Attorney or his designee), may be assigned to another department in County government, at the direction of the Director of the OHR, if no modified-duty assignments are available in the Police Department, pursuant to the County's policies regarding modified duty.
- Unwilling to work a modified-duty assignment will be required to take leave.
- Promptly notify the OHR of progress and all changes in restrictions/limitations with written updates from the DHCP and/or their medical provider.
- Promptly notify their temporary and permanent assignments prior to their scheduled shift anytime they are unable to return to work.
- Obtain a written release from the DHCP and/or their medical provider before returning to full-duty status.
- Restricted to a modified duty status will not attend in-service training, firearms qualifications, or specialized training until cleared by the DHCP and/or their medical provider (at the discretion of the Director of the OHR after consultation with the County Attorney or his designee), and authorized by the Department to return to full-duty capacity.
- Restricted to a modified duty status will not wear the Department uniform, but instead dress in appropriate business attire.
- Restricted to a modified duty status will not operate marked police vehicles.
- Restricted to a modified duty status will not work secondary employment without the written approval of the ATSB Commander.
- **NOTE:** Secondary employment involving security duties will generally not be approved.
- Restricted to a modified duty status may be subject to a fitness-for-duty evaluation when necessary to determine whether they can perform the essential functions of their assignment.

## **COMMANDERS**

- Ensure that members do not report to a modified-duty assignment without proper authorization from the ATSB.
- May request approval from the ATSB for a member restricted to a modified duty status for less than two weeks to remain in their command.
- Ensure that daily attendance records are maintained on a Form 91, Daily Summary Report, for those members temporarily assigned to patrol commands.
- Who have members assigned to their command for short-term modified duty assignments will ensure that the members' permanent assignments are notified of the proper marking on the DAAR.
- Who have members assigned to their command for long-term modified duty assignments will ensure that performance ratings are completed for the members.
- Ensure members forward original written restrictions/limitations from the DHCP and/or their medical provider to the ATSB.
- Keep the ATSB notified of members restricted to a modified-duty status for inclusion in the Modified and Off Duty Report.

- May request the ATSB to schedule a fitness-for-duty evaluation of a member who may have a written release to full-duty status from a medical provider other than the DHCP. **NOTE:** There must be a reasonable belief that the member's condition will affect his/her ability to perform the essential functions of the class specification. Any such request must be job-related and consistent with business necessity.

### **ADMINISTRATIVE & TECHNICAL SERVICES BUREAU**

- Maintains a list of designated short- and long-term modified duty assignments.
- Assigns members to modified duty assignments.
- If necessary, consults with the DHCP and/or the member's medical provider prior to assigning a member to a modified duty assignment to ensure the position complies with the medical restrictions/limitations.
- Gives members a list of rules and responsibilities upon attaining a modified duty status.
- Maintains an accurate list of all members on modified duty.
- Requests medical or psychological fitness-for-duty examinations through the OHR when necessary to determine whether a member can perform the essential functions of their assignment. Such requests must be job-related and consistent with business necessity.

### **POLICE PERSONNEL SECTION - OFFICE OF HUMAN RESOURCES (PPSOHR)**

- Notifies commanders of missed DHCP appointments, upon notification by the DHCP.

### **REFERENCE**

- [Baltimore County Personnel Manual, Section 9.](#)

### ***7-4.3.1 DUTY ASSIGNMENT WHILE PREGNANT***

#### **PREGNANT MEMBER**

- Notifies her commander of a pregnancy or pregnancy related condition when it impairs her ability to perform the essential functions of her class specification.
- May remain in full duty status as long as her ability to perform the essential functions of her class specification is not impaired.
- Will be placed in modified-duty status upon request.
- Immediately notifies her commander of any work restrictions prescribed by her physician.
- Should request the "[Pregnancy Information for Department Members](#)" pamphlet from her supervisor to determine her duty status.
- Shall follow all requirements when assigned to a modified-duty assignment.
- Obtains a written release from her private physician before returning to full duty status.

#### **MEMBER'S SUPERVISOR**

- Provides the "[Pregnancy Information for Department Members](#)" pamphlet to the pregnant member regarding workplace rights related to pregnancy, childbirth, and pregnancy related conditions.
- Immediately notifies the commander of the pregnant member's condition and decision regarding duty status.
- Monitors the pregnant member while in full duty status to ensure that her ability to perform the essential functions of her class specification is not impaired.
- May require a medical release for full duty status from the pregnant member only upon an objective, articulable observation of evidence that the member can no longer perform the essential functions of her class specification. Pregnant members who cannot perform the functions of regular duty will be placed on modified duty temporarily, pending certification from the member's physician stating the member can perform the essential functions of her class specification.

## **ADMINISTRATIVE & TECHNICAL SERVICES BUREAU COMMANDER**

- Assigns the pregnant member to a modified-duty position, when appropriate.
- When contacted by a supervisor who has articulable evidence that a pregnant member cannot perform the essential functions of her class specification, will approve a modified-duty status temporarily, pending certification from the member's physician stating the member can perform the essential functions of her class specification.

### **7-4.4 MODIFIED AND OFF-DUTY POLICY FOR STRESS RELATED REASONS**

#### **DEPARTMENT MEMBERS**

- Ensure that their supervisor is notified immediately when they are to be off duty or available for modified duty only due to stress or psychological reasons.

#### **SUPERVISORS**

- Immediately notify the commander of the member's condition.

#### **COMMANDERS**

- Suspend the member's police powers until their psychological status renders them capable of performing full duty, as determined by the Designated Health Care Provider (DHCP) or the Department-approved psychological services caregiver.
- Relieve sworn members of their service weapons and suspend approval of their off-duty weapon, if applicable.
- Collect the sworn member's badge, identification card, and Maryland Police and Corrections Training Commissions (MPCTC) certification card.
- Ensure the member understands that their police powers are suspended.
- Immediately notify the member of revocation of any pre-approved uniformed secondary employment.

#### **MODIFIED-DUTY MEMBERS**

- Will not wear the Department uniform.
- Will not operate marked police vehicles.
- Will wear appropriate business attire while on duty.
- Will not engage in secondary employment without specific approval.

#### **ATSB COMMANDER**

- Assigns members to temporary positions.

#### **BALTIMORE COUNTY OFFICE OF HUMAN RESOURCES**

- Monitors the status of members on modified duty.
- Coordinates appointments with the psychological services caregiver.

#### **REFERENCES**

- [Memorandum of Understanding](#).
- [Baltimore County Personnel Manual](#).

### **7-5.0 ATTENDANCE/LEAVE REQUIREMENTS**

#### **DEPARTMENT MEMBERS**

- Perform the prescribed tour of duty except when on authorized medical leave.
- Will not be absent from duty without proper authority.
- Promptly notify their commander, through proper channels, as to when and why they are unable to report for duty.

- Work those hours and days as directed by the Chief of Police through verbal or written directives.
- Must maintain an adequate leave balance to cover regularly scheduled leave.
- Who fail to utilize opportunities to take leave during the year and who may not carry the leave hours beyond the designated date will lose the leave time.
- Absent from scheduled in-service training must have the approval of their commander.
- Forfeiting leave as a result of disciplinary action will have the leave deducted as directed by their commander unless otherwise directed by the Chief of Police.

**LEAVE ACCRUAL**

- Is governed by the Baltimore County Personnel Manual, subject to the appropriate Memorandum of Understanding.

**UNAUTHORIZED ABSENCE**

- From duty must be fully reported by the member's commander, in writing, to the bureau/division commander for the information of the Chief of Police. This will be followed immediately by a 12L, Intra-Department Correspondence, from the member involved. The commander's report may contain recommendations for disciplinary action.

**7-5.1 LEAVE TYPES**

**GENERAL**

- Members not covered under a Memorandum of Understanding should refer to the Baltimore County Personnel Manual for leave policies.
- Members are encouraged to review their current Memorandum of Understanding to ensure the following information is correct.

**ANNUAL LEAVE**

- Granted to sworn personnel based on years of service.
- Used throughout the calendar year as regularly scheduled days, optional, and scheduled vacation days.
- May be accumulated and carried over according to accrual limits.

**SERVICE**

1 – 9 Years  
10 + Years

**ACCRUAL LIMIT**

45 Days  
55 Days

**OPTIONAL LEAVE**

- Requested by sworn members in addition to regularly scheduled leave days.
- Counts against the annual leave balance.
- Taken when approved by member's supervisor.

**NON-SWORN PERSONAL LEAVE**

- Granted in accordance with the member's Memorandum of Understanding or the Baltimore County Personnel Manual.
- Taken as scheduling permits or on an emergency basis.
- Marked on the Daily Assignment and Activity Report (DAAR) using status code "L."
- Must be taken in hourly increments.
- Accumulated throughout the calendar year, but may not be carried over.

**VACATION LEAVE**

- Used at the request of the member.

- Scheduled in advance.
- Granted based on the seniority a member has accrued.  
**NOTE:** Sworn members:
  1. Rank/grade.
  2. Time in rank/grade.
  3. Department tenure, from date of appointment as a police officer.
  4. Academy class ranking.**NOTE:** Non-sworn members based on tenure.
- Earned and carried over according to the appropriate Memorandum of Understanding or the Baltimore County Personnel Manual.

### **COMPENSATORY LEAVE**

- Earned at a rate in accordance with the member's Memorandum of Understanding.
- Taken when approved by member's supervisor.
- Not chargeable against a member's annual leave.

### **BEREAVEMENT LEAVE**

- Granted to Department members in accordance with the Memorandum of Understanding or the Baltimore County Personnel Manual, Section 9, as applicable.
- Granted in addition to normal time off or scheduled vacation.
- Applied for via a [Form 12L](#), Intra-Department Correspondence. The [Form 12L](#) will include the relationship between member and deceased, the name of the deceased, and the date of death.
- Marked "W" in the assignment column of the DAAR along with the coding for relationship of the deceased, found in the On-line Time and Attendance (OLTA) system.

### **MILITARY LEAVE**

- Granted in addition to annual leave, up to 15 days per year.
- Granted after copies of the member's travel orders have been forwarded to the Payroll & Salary Analysis Team (PSAT).
- Marked "M" on the DAAR.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

- Up to a maximum of 12 weeks of paid and/or unpaid job-protected leave to members who have worked for at least twelve months for Baltimore County Government and for 1,250 hours over the previous 12 months, for the following reasons:
  1. To care for the member's child following birth, placement for adoption, or authorized foster care, in the 12-month period immediately following the birth or placement.
  2. To care for the member's spouse, child, or parent with a serious health condition.
  3. For a serious health condition that makes the member unable to perform their job function.
- Members must give 30 days notice if possible.
- Applications for Family and Medical Leave (FML) must be made by contacting the Baltimore County Office of Human Resources (OHR).
- Members must use their accrued leave as part of the 12 weeks provided. Sick leave may only be used when allowed under current regulations.
- The County will continue to pay its portion of the member's health insurance premiums, provided the member pays their portion (this applies to both paid and unpaid leave). If a member elects not to return to work following a period of FML, they must reimburse the County for its share of the medical premiums.
- Members will return to the classification held immediately preceding the FML or an equivalent position. Benefits accrued prior to the start of a leave will not be lost.

- Payroll markings for unpaid FML are as follows:
  1. "BY" - members with a serious health condition or disability, pregnancy, or other situations when the member would normally be allowed to use accrued paid sick leave, if available.
  2. "ZY" - for any other reason provided for above (e.g., care of a sick child, parent, spouse, or childcare for a child under one year old, etc.).
- Payroll markings for paid FML use the appropriate leave marking for the type of leave used followed by a "Y" (e.g., SY - sick leave, VY - vacation leave, HY - paid holiday, etc.).

### **LEAVE OF ABSENCE**

- Requests for less than 30 days are subject to the recommendation of the member's commander and the approval of the Chief of Police or his or her designee.
- Requests must be in writing for a leave in excess of 30 days and must be approved by the Director of the OHR, under written recommendation by the Chief of Police, for leave without pay for periods of up to one year. The member must present valid and sufficient reasons for the request.
- Member may be terminated for employment elsewhere during the absence period.

### **7-5.2 LEAVE REVIEW**

#### **SUPERVISORS**

- Meet with their sworn subordinates to project optional leave usage for the year.
- Assist subordinates in determining the number of available optional leave days to be taken throughout the year and a plan for usage.
- Inform subordinates to take their optional leave as available monthly.

### **7-5.3 LEAVE SCHEDULING**

#### **SUPERVISORS**

- Schedule personnel in accordance with the Memorandum of Understanding.
- Ensure that leave is offered and taken fairly.
- Are not required to allow members to select leave at the end of the year in order to prevent losing it if the granting of those requests will interfere with meeting work demands or leave requests of other members.
- Track days that were available each month but were not used by members for optional leave.
- Submit quarterly reports through the chain-of-command to their commanders indicating:
  1. The optional leave days that were available and not selected by subordinates.
  2. The subordinates who are in danger of losing leave at the end of the year.

#### **COMMANDERS**

- Ensure leave is scheduled in a manner that allows the Department to provide protection and service to the public in accordance with its mission.
- Ensure vacations are distributed evenly over a 12-month period.
- Review and approve leave schedules within their command.
- Manage and maintain quarterly leave reports.

#### **REFERENCE**

- [Memorandum of Understanding.](#)

## **7-6.0 ON-LINE TIME AND ATTENDANCE SYSTEM**

### **DAILY ASSIGNMENT AND ACTIVITY REPORT (DAAR)**

- Are preprinted containing the date, location code of the precinct/division sent, and the name, rank, and member number of all individuals assigned to that precinct/division.
- Must be completed in ink and must be legible.
- Are reviewed, approved, and signed by the shift/unit commander.
- Will be entered into the On-Line Time and Attendance System as directed by the commander.
- Are retained at the precinct/division for three years.

### **COMMANDERS**

- Verify and correct any discrepancies brought to their attention by members of their command.
- Notify the Payroll & Salary Analysis Team of any transfers or resignations of personnel necessitating a change to the DAAR. The transfer should be reported on a [Form 50](#), Sworn Member Transfer Request, prior to the transfer.

## **7-7.0 PAY AND COMPENSATION**

### **7-7.1 OVERTIME**

#### **OVERTIME AUTHORIZED**

- When failure to do so would imperil the mission of the Department.
- In cases of emergency where it is not possible to adjust schedules so that personnel are working details or assignments during a normal work shift.
- When denial would result in a phase of an operation being seriously impaired.
- In situations where necessary services could not otherwise be provided.
- For court cases that cannot be scheduled while officers are working.
- To operate long-range, planned programs to positively impact problems significantly affecting the community.
- In accordance with the respective Memorandum of Understanding.

#### **OVERTIME CONTROL**

- Member activities will be carefully planned so that assignments conclude within a normal workday. If assignments exceed a normal work shift, relief should be provided.
- Court dates will be considered when scheduling personnel.
- Supervisors will be alert to excessive court time or patterns of untimely court appearances.
- When multiple officers are assigned to a case and are required to attend court, their supervisor will ensure that the State's Attorney's Office is contacted to see if all are needed.
- Overtime is not a member's option and must be approved prior to the overtime being worked. Supervisors will consult with the shift commander before granting permission to work overtime.
- Shift commanders will determine if there is ample justification for the authorization of overtime before approval is given.
- Supervisors authorizing overtime will advise any oncoming supervisors of the situation so that control may be maintained.
- Prior to authorizing overtime for details and assignments that are long range in nature, approval must first be obtained from the Chief of Police or the appropriate bureau commander.
- Commanders will maintain strict vigilance over the granting of overtime.

## **OVERTIME COMPENSATION**

- Takes the form of either pay or compensatory leave (C/L).
- Type (either pay or C/L) is at the discretion of the member working the overtime in accordance with County rules and regulations.  
**EXCEPTION:** On the second and subsequent days of a reschedule, sworn members must be compensated monetarily. On the seventh consecutive day, non-sworn members must be compensated monetarily.
- Paid at a rate as determined by the member's Memorandum of Understanding.
- Is not authorized for travel time unless required by federal statute.

### **7-7.1.1 OVERTIME COMPENSATION FORMS**

## **COMPENSATION FORMS**

- Consist of the [Form 110](#), Overtime Pay Form, and [Form 110A](#), Compensatory Leave Form.
- Completed in an original to be forwarded to the Payroll & Salary Analysis Team and one copy to be maintained at the command level each time overtime is worked.

## **PAYROLL & SALARY ANALYSIS TEAM**

- Reviews compensation forms for completeness and eligibility according to the member's Memorandum of Understanding.
- Enters compensation forms into the On-Line Time and Attendance (OLTA) System.
- Maintains files for the compensation forms.
- Resolves questions and problems related to the DAAR.

## **FORMS 110 AND 110A COMPLETION**

- Blocks not listed below are considered self-explanatory.
- **Location Code:** From the On-Line Time and Attendance System Manual.
- **Overtime Code #:** From the rear of the form or OLTA. The "Maintain Adequate Coverage" code will only be used when the following conditions exist:
  1. The number of personnel available for the shift on duty is unacceptably low.
  2. The overtime is used to maintain minimal, necessary coverage of a function.
  3. The overtime is not being used specifically for an activity described by another code.
- **Shift Hours Worked:** Enter the beginning and ending of the assigned tour of duty (military times).  
**EXCEPTION:** When the member is on leave this block may be left blank.
- **O.T. or C.L. Hours Worked:** Enter the exact military time the O.T./C.L. began and ended.
  1. Overtime for court attended on a member's day off will begin at the time shown on the Summons to Appear and will end upon being excused.
  2. Overtime beyond a member's tour of duty will begin at the end of the normal tour of duty and will end when the overtime work is completed.
  3. Non-sworn members working on a regularly scheduled day off, if working the entire day, must enter the time that work actually began and the time that the work ended, including lunchtime.  
**EXAMPLE:** Non-sworn members working a full day (8:00 a.m. to 4:00 p.m.) on Saturday, a regularly scheduled day off, will enter in the "Times" blanks (Begin) 0800 hours and (End) 1600 hours, which includes one hour for lunch. However, actual hours worked will reflect seven hours.
- **Actual O.T./C.L. Worked:** To be rounded off and converted to decimals, as follows:
  1. Less than 7.5 minutes - no time entered.
  2. From 7.5 through 15 minutes - enter .25 hour.
  3. More than 15 through 30 minutes - enter .50 hour.
  4. More than 30 through 45 minutes - enter .75 hour.

- 5. More than 45 through 60 minutes - enter 1 hour.
- Minimum Hours Compensated: If the rate of compensation is to be based on more hours than the actual hours worked, enter the minimum hours to be compensated as stated in the member's Memorandum of Understanding (e.g., call back, etc.).
- Total O.T. or C.L. Compensated: Multiply the actual hours worked by the rate stated in the Memorandum of Understanding.
- Call Back: Check "yes" whenever a member is on a regularly scheduled leave day, an optional leave day, or has been called back to work after completing their regular tour of duty.
- Day Back: Check "yes" if the member is to receive a leave day for the day the overtime is worked.
- On Standby: Check "yes" if the member was on assigned standby when called back to work.
- Prayed Jury Trial From District Court: Check "yes" if the overtime was the result of a District Court case where a jury trial was prayed and sent to the Circuit Court.
- If Yes, Original Trial Date: If the overtime was the result of a prayed jury trial, the member will use this space to list the original trial date in District Court during which a jury trial was prayed.
- Remarks: The member will use this space to explain the "Overtime Code #." An explanation must be provided:
  1. For all court related overtime codes.
  2. In all circumstances where overtime cannot be granted at the amount stated in the Memorandum of Understanding (e.g., overtime exceptions, etc.). Members must state the type of overtime exception.
- First Day of Reschedule: Indicate if compensation is for the first day of rescheduling. The "no" box will be checked for second or subsequent days of continuous rescheduling, or if the overtime did not involve rescheduling. Complete original scheduled hours and rescheduled hours.
- Early Reporting/Reschedule Pay Section: Check the "reschedule" or "early reporting" box and complete the rest of the section as indicated by the Memorandum of Understanding.
- Supervisor's Justification: The member's supervisor must fully justify why the overtime was granted, giving specific reasons. If one supervisor provides justification and another supervisor signs the form later, the name of the supervisor providing justification will be added here. If the overtime involved a reschedule/early reporting or personnel shortage, then appropriate justification must be provided.

### **FORMS 110 AND 110A SUBMISSION**

- Upon completing overtime, the member must submit the appropriate compensation form to the supervisor on duty.
- If different courts must be attended on the same day at different times for different cases or if non-court overtime and court overtime are worked on the same day, separate compensation forms must be submitted.
- For all court related overtime, a copy of the Court Summons or Verification Letter must be attached to the compensation forms being submitted and kept with the journal copy of the compensation form.

### **FORMS 110 AND 110A APPROVAL**

- Compensation forms will be reviewed and approved by the next rank (lieutenant or above) higher than the authorizing supervisor.
- The shift commander:
  1. Reviews compensation forms for completeness.
  2. Ensures that the correct overtime code has been entered.

3. Forwards the original of the compensation forms to the Payroll & Salary Analysis Team.
  4. Ensures that the duplicate copy of the compensation forms is filed at the place of origin.
- The Payroll & Salary Analysis Team will review overtime forms for completeness and may return the forms to the shift commander for correction.
  - Overtime requests not satisfying the criteria for overtime compensation will be forwarded to the Administrative & Technical Services Bureau Commander for resolution.

### **7-7.2 SUBSTITUTION PAY**

#### **SUBSTITUTION PAY**

- Paid at a rate as stated in the member's Memorandum of Understanding or the Baltimore County Personnel Manual.
- Ends when the designee ceases to perform the duties of the position for which the pay was granted.

#### **SUBSTITUTION ASSIGNMENTS**

- For police officers are designated by the shift/unit commander immediately upon the supervisor's absence.
- For corporal through lieutenant are designated by the precinct/section commander who acts as the Chief's designee per the Memorandum of Understanding.
- Are based on the absence of a higher ranking officer and must meet the criteria established by the Memorandum of Understanding.
- Give no vested rights in permanent assignment to the position or to subsequent substitute assignments in the higher position resulting from previous substitution in the higher position.
- Members (sworn and non-sworn) are limited to a maximum period of six calendar months, except in unusual circumstances where the Director of the Office of Human Resources (OHR) may grant the extension.

#### **COMMANDERS**

- Select a qualified member to perform the duties of the vacant position on a temporary basis.
- For captains, majors and non-sworn, prepare a Request for Designation Report of Employee Substitution in a Higher Classification to have the designated substitute receive substitution pay. The request will include:
  1. The position title.
  2. Name and rank of the absent supervisor.
  3. Reason for the absence.
  4. Estimated duration of absence.
  5. Name, rank and usual position of the substitute selected for designation.
  6. Any recommendations.
- Ensure the request has been reviewed by a lieutenant or above to ensure proper criteria has been met for substitution, and that the designation is necessary. The Chief of Police, or his or her designee, will review the request, indicate approval/disapproval and return the request to the initiating commander through channels.
- Report to the Payroll & Salary Analysis Team any change in status that would affect the pay or accumulation of hours of any substitute.

#### **PAYROLL & SALARY ANALYSIS TEAM**

- Keeps records as necessary to ensure that designated substitutes are qualified for and receive the proper substitution pay.

- Monitors the length of substitution and notifies the approving commander prior to the maximum six months.

### **FORM 109, SUBSTITUTION PAY**

- Initiated by the supervisor of any member who has been designated as a substitute on the day the member acts in the substitute capacity.
- Completed in an original and one copy and distributed as follows:
  1. Original - forwarded to the Payroll & Salary Analysis Team.
  2. Copy - attached to Daily Assignment and Activity Report (DAAR).

### **REFERENCE**

- Section 7-9.4, Temporary Duty Assignments.

## **7-7.3 MISCELLANEOUS COMPENSATION AND EXPENDITURES**

### **FORM 17, MEAL ALLOWANCE VOUCHER**

- Paid according to member's Memorandum of Understanding.
- Original forwarded to the shift/unit commander for voucher approval.  
**EXCEPTION:** Shift/unit commanders submitting a request must obtain approval from their commander.
- A separate voucher must be submitted for each day a member is eligible for the allowance.
- Shift/unit commander (or designee) enters approved expenses on a [Form 72](#), Mileage/Miscellaneous Reimbursement, which is submitted to the Payroll & Salary Analysis Team.
- Vouchers are attached to a copy of the [Form 72](#) and stored for three years at the submitting unit.

### **FORM 79, PERSONAL VEHICLE MILEAGE**

- Mileage compensation is prohibited when a departmental vehicle is used.
- Completed by members when they use their personal vehicles as transportation to and from court or a temporary assignment.
- Original completed after court attendance or a temporary assignment and forwarded to the shift/unit commander for approval.  
**EXCEPTION:** Shift/unit commanders submitting a request must obtain approval from their commander.
- Shift/unit commander (or designee) enters the approved expense on a [Form 72](#) that is submitted to the Payroll & Salary Analysis Team.
- Mileage Forms are attached to a copy of the [Form 72](#) and stored for three years at the submitting unit.
- Temporary Assignment mileage will be calculated as follows:
  1. Measure mileage from home to temporary assignment (shortest route). Measure mileage from home to permanent assignment (shortest route).
  2. Subtract the permanent assignment mileage from the temporary assignment mileage (use whole numbers only).  
**NOTE:** If the result is zero or less no reimbursement will be made.
  3. Multiply this figure by two to get the round trip mileage.
  4. Multiply this figure by the number of trips made.
  5. Multiply this figure by the rate allowed in the Memorandum of Understanding (the most current rate established by the Internal Revenue Service).
- Portal-to-Portal mileage will be:
  1. Calculated as the total miles traveled multiplied by the rate/mile.

2. Used for members traveling from home to court and back home on their scheduled time off.
  3. Used when Department members must use their personal vehicles for Department business to travel from their work assignment to another location and back to their work assignment because a Department vehicle was unavailable for use.
- Is not to be used for injury or medical related travel. This mileage is reimbursed through Workers' Compensation.

### **TOLLS AND PARKING EXPENSES**

- Department members will:
  1. Obtain receipts for all tolls/parking expenses incurred while conducting Department business in a Department or personal vehicle.
  2. On the reverse side of each original receipt include: member's initials, expenses incurred, purpose of travel, and destination (if tolls are included).
  3. If receipts are not available, prepare a 12L, Intra-Department Correspondence. Include the same information required on reverse side of receipts.
  4. Submit the completed receipts or [12L](#) to their supervisor for approval.
- Shift/unit commander (or designee) enters approved expenses on a [Form 72](#) which is submitted to the Payroll & Salary Analysis Team.
- Receipts and/or [12L](#) are attached to a copy of the [Form 72](#) and stored for three years at the submitting unit.
- Tolls/parking expenses totaling \$25.00 or more and accrued before the monthly [Form 72](#) due date, may be reimbursed with petty cash. Consult with the budget officer in each command for due dates and refer to the Budget Manual for reimbursement procedures.

### **MISCELLANEOUS EXPENSES**

- Any other approved expenses (e.g., phone calls, etc.) must be documented by a receipt with the required information on the reverse side (e.g., justification for the miscellaneous expense, etc.).
- If a receipt is not provided, complete a [12L](#) with the required information and an explanation for the absence of a receipt.

### **FORM 72, MILEAGE AND MISCELLANEOUS REIMBURSEMENT**

- The schedule of due dates for the [Form 72](#) will be distributed to all commands at the beginning of each calendar year by the Payroll & Salary Analysis Team.
- All of the above reimbursements will be documented on the [Form 72](#).
- The original form and one copy will be forwarded to the Payroll & Salary Analysis Team. A second copy will be maintained at the submitting command for a period of three years plus the present year.
- All [Forms 17](#), [79](#), and [12L](#), along with receipts, will be maintained with the second copy of the [Form 72](#) at the submitting command for three years.
- Completed for tolls/parking expenses incurred while conducting Department business in a Department or personal vehicle. Original and one copy of all receipts must be attached to the [Form 72](#).

### **EXPENDITURE AUTHORITY**

- No member will make any purchase for the Department or commit the Department to any expense without prior approval from the member's commander.
- The Budget Management Section Commander has final expenditure authority.

### **REFERENCE**

- Section 7-9.4, Temporary Duty Assignments.

### **7-7.3.1 MONETARY AWARDS**

#### **MONETARY AWARDS**

- Given to members demonstrating outstanding or highly meritorious service.
- Do not affect the scheduled date of subsequent annual merit increases.
- Include Meritorious Increases and Bonus Awards.

#### **MERITORIOUS INCREASE**

- Is an additional salary increase of one step in any member's pay grade.
- Not granted to members already at the maximum step of their pay range.
- May not exceed one per fiscal year.

#### **BONUS AWARD REQUEST PROCESS**

- Is a lump sum award equivalent to five percent of the annual salary, up to a maximum of \$1,000 and not to exceed one per fiscal year for any member.
- Any supervisor may submit a [Form 12L](#), Intra-Department Correspondence, to the Chief of Police through their chain-of-command, detailing justification for the award/increase request.
- The Chief of Police will review the request.
- Requests approved by the Chief of Police will be forwarded to the Baltimore County Office of Human Resources (OHR) Director for action.
- The OHR Director will report the decision of the Review Board to the Chief of Police.

#### **REFERENCES**

- [Compensation Plan of the County Classification and Compensation Plans, Rule 14, 14.01 Bonus Awards and 14.02, Meritorious Increases.](#)
- [Memorandum of Understanding.](#)

### **7-8.0 CAREER DEVELOPMENT**

#### **CAREER COUNSELING**

- Is a voluntary program equally accessible to all members.
- Provides a means to:
  1. Research available career opportunities.
  2. Learn to use the available resources.
  3. Develop a plan for achieving the desired short and long term career goals.
- Is available by contacting the Employee Relations Team.

### **7-8.1 PERFORMANCE APPRAISAL**

#### **PERFORMANCE APPRAISAL**

- Evaluates a member's performance in his/her assignment and serves as a written record for employment decisions.
- Is completed by the member's supervisor, who is expected to conduct timely, accurate, objective and thorough performance appraisals.
- Will be conducted in accordance with the "[Supervisor's Guide for the Performance Appraisal System](#)" maintained by the Administrative & Technical Services Bureau (ATSB). Contact the ATSB to obtain the most recent edition.
- May be typed, handwritten or completed on the Department's form for the member's status at the intervals indicated below.
- Becomes a permanent record in the member's personnel file.

- Prepared annually for non-probationary sworn members.  
**EXCEPTION:** May be completed every six months for non-probationary sworn members for deficient or marginal performance, at the discretion of their commander.

STATUS	FORM	RATING PERIOD	APPEAL
Cadet/Pre-Recruit	<a href="#">13C</a>	Every two months	Limited
Probationary Sworn	<a href="#">13</a>	Every two months	Limited
Sworn	<a href="#">87</a>	Annually, October 1-September 30	Full
Newly Promoted Sworn	<a href="#">87</a>	Every three months	Limited
Executive Corps Sworn	<a href="#">87</a>	Annually, October 1-September 30	Full
Transfer to Specialized Units	<a href="#">12L</a>	Every month for three months	Full
Non-Sworn	Baltimore County Employee Performance Evaluation Form	Every three months during the six month probationary period, thereafter on the anniversary of merit employment	Limited

### **SUPERVISORS**

- Discuss the appraisal in detail with the member at the end of each period.
- Allow the rated member to make written comments and request the member to sign the form indicating that he/she has read the appraisal.
- Will record the reason, if given, when an appraisal is not signed.
- Allows the rated member either a limited or full appeal process based on his/her status.
- Distribute the forms as follows:
  1. The original and attachments – forwarded for review and signature through the chain-of-command to the ATSB by the twentieth day of the month following the end of the appraisal period.
  2. First copy – retained in the individual's personnel folder at his/her assignment.
  3. Second copy – given to the rated member.
- Will ensure the rated member receives a copy of their appraisal and record this on a [Form 159](#), Order/Directive Verification Form (one form may be used for several employees).

### **LIMITED APPEAL PROCESS**

- Within five working days after receiving the appraisal, the member will submit a [Form 12L](#), Intra-Department Correspondence, detailing the specific objections.
- A review will be conducted within 10 working days after the receipt of the appeal by the evaluator's supervisor who will issue a final resolution.
- The appeal must include an interview between the member and the evaluator's supervisor.
- The evaluator's supervisor may override or support the original appraisal. Upon conclusion, when an appeal does not result in a revision to the appraisal, a [Form 12L](#) explaining why no change is needed must be attached.

### **FULL APPEAL PROCESS**

- Within five working days after receiving the appraisal, the member will submit a [Form 12L](#) detailing the specific objections.
- A review will be conducted within 10 working days after the receipt of the appeal by the evaluator's supervisor.

- The appeal must include an interview between the member and the evaluator's supervisor.
- The evaluator's supervisor may override or support the original appraisal. Upon conclusion, when an appeal does not result in a revision to the appraisal, a [Form 12L](#) explaining why no change is needed must be attached.
- Members dissatisfied with the result of this review may appeal to the next level of supervision (two positions above the supervisor) for final resolution utilizing the same process of request.
- Formal complaints by the member against the supervisor(s) designated to review his/her appeal, or other circumstances precluding a timely resolution to the appeal will be brought to the attention of the ATSB Commander for resolution.
- Executive Corps' appeals for members who have completed their probation:
  1. For captain will have the final resolution determined by the ATSB Commander.
  2. For major or colonel will have the final resolution determined by the Chief of Police or his or her designee.

### **7-8.1.1 APPRAISAL RELATED FORMS**

#### **FORM 87 PERFORMANCE APPRAISAL**

- Prepared annually for non-probationary sworn members.
- Completed every three months during the sworn member's probationary period after promotion.

#### **FORM 13, PROGRESS REPORT**

- Completed every two months to evaluate officers on probation.
- Prepared using the Form 13A, Standardized Uniform Guidelines.

#### **FORM 13C, CADET PROGRESS REPORT**

- Completed every two months to evaluate a cadet's performance in his/her assignment.
- Used by the Employment Section for officer selection decisions.

#### **FORM 12L**

- Used by supervisors to document member's performance while on probation in specialized units.
- Sent to commanders monthly for members on probation in specialized units.
- Submitted to the ATSB at the conclusion of the probationary period as a final report.

#### **BALTIMORE COUNTY EMPLOYEE PERFORMANCE EVALUATION FORM**

- Distributed by the Baltimore County Office of Human Resources (OHR) for non-probationary professional staff employees.
- Supervisors and members independently complete their forms.
- Supervisors should meet with the member within two weeks to discuss their respective ratings.

#### **REFERENCES**

- [Baltimore County Personnel Manual](#).
- Section 7-9.1 (Probationary Periods).

### **7-8.1.2 FORM 115, PERFORMANCE OBSERVATION FORM**

#### **FORM 115, PERFORMANCE OBSERVATION FORM**

- Serves as an interim report to document significant positive and negative trends and events related to job performance as they occur during the rating period.

- Must be documented in the member's next performance evaluation.
- Used to:
  1. Acknowledge above average performance.
  2. Advise a member of marginal or declining performance.
  3. Assess the need for training and other corrective actions.
  4. Define the actions the member must take to improve performance.
  5. Document a counseling session.
  6. Substantiate the reason for giving a performance rating.
- When used to document negative, marginal, or declining performance:
  1. Will, when possible, be completed at least 90 days before the formal rating period closes to give members an opportunity to improve performance.
  2. Members may contact their supervisor again to discuss progress made in rectifying the problem.
  3. The member may then submit a [Form 12L](#), Intra-Department Correspondence, outlining corrective action taken and the member's perception of his or her current performance status.
  4. The supervisor will note agreement/disagreement on the [Form 12L](#).
  5. The [Form 12L](#) will be kept with the [Form 115](#) and the information reflecting the member's actions in response to the counseling will be included on the next performance appraisal.
- Prepared in original and one copy after discussion of an issue with a member.
- Allows the member to review, make comments, and sign the form prior to distribution. Distribution is as follows:
  1. Original – retained by the supervisor until the period for appeals for the next performance appraisal has expired and then destroyed.  
**NOTE:** If a rating is under appeal, [Forms 115](#) and supplemental [Forms 12L](#) must be retained until the appeal is concluded.
  2. Copy – to the member.

## **REFERENCE**

- Section 7-9.1 (Probationary Periods).

## **7-8.2 TRAINING**

### **7-8.2.1 NON-DEPARTMENTAL TRAINING**

#### **GENERAL**

- It is the responsibility of any member attending outside training, while marked working in the payroll journal, to provide his or her supervisor with a certificate, proof of attendance, or other verification.
- Supervisors will send any certificates, proof of attendance, or other verification from outside training to the member's commander to ensure a copy will be placed in the member's precinct/section personnel file. The commander shall then forward copies of the material to the Administrative & Technical Services Bureau (ATSB) for inclusion into the members personnel file.  
**NOTE:** If no proof of attendance can be obtained from training, the member will write an explanatory [Form 12L](#), Intra-Department Correspondence, to their supervisor, and the supervisor will send the [Form 12L](#) to member's commander so a copy can be made for the member's precinct/section personnel file. The commander shall then forward the [Form 12L](#) to the ATSB.

- Members assigned to modified-duty status, or suspended, are not permitted to attend non-departmental training until cleared by their attending physicians or the Designated Health Care Provider (DHCP), and authorized by the Baltimore County Office of Human Resources (OHR) to return to full-duty capacity.

### **OUTSIDE TRAINING AT DEPARTMENT EXPENSE**

- A budget request may be submitted and approved for the fiscal year in which the training is to be held.
- The travel/training request package, outlined in the Budget Manual, will be prepared by the member wishing to attend and submitted through the chain-of-command to the division commander.  
**NOTE:** Members should allow sufficient time to ensure the entire request package can be submitted to the Budget Management Section at least 30 days prior to the date the check is needed.
- The package is forwarded to the command's budget coordinator, who:
  1. Reviews the request for accuracy and completeness.
  2. Assigns appropriate budget coding.
  3. Obtains the bureau commander's approval.
  4. Forwards the approved package to the Budget Management Section.
- Upon completion of the training, the member will submit an accurate accounting of the funds, as per the Budget Manual, to their bureau/division budget coordinator.

### **OUTSIDE TRAINING AT MEMBER'S EXPENSE**

- The requesting member will submit a [Form 12L](#) through the chain-of-command to their commander containing:
  1. The name of the seminar.
  2. The relation between the training and the individual's assignment.
  3. Credibility of the seminar (i.e., who recognizes/accredits the course).
  4. Anticipated benefits of attendance.
- Supervisors reviewing the [Form 12L](#) will include their recommendations with final approval to be given by the member's commander.
- The following stipulations apply to all approved requests:
  1. The member will be marked working:
    - a. Only on those days the seminar is in session and the member is in attendance. Travel days will not be considered working days.
    - b. If the training is related to the member's assignment.
  2. No overtime compensation will be authorized.
  3. Expenses, including per diem and travel, will be paid by the member.

### **EXTENDED ADVANCED TRAINING**

- Applies to advanced training of four weeks or longer.
- The minimum qualifications for members have been established by the Technical Services Division and will be indicated on Personnel Announcements and/or via e-mail and telex. Members must meet the minimum qualifications prior to attending extended training.
- Members accepting certain advanced training or opportunities must sign a service obligation agreement prior to assignment to such training. If the member declines to sign, the Department will send another member from the eligibility list to attend the training.
- Members attending advanced training may be reassigned, upon completion of the training, at the discretion of the Chief of Police.

### **REFERENCE**

- [Budget Manual](#).

## **7-8.2.2 DEPARTMENTAL TRAINING**

### **GENERAL**

- All training programs offered within the Department must be approved by the Training Section (TS) prior to implementation.
  - The training should:
    1. Focus on job task analysis.
    2. Provide goals and objectives.
    3. Provide a basis for evaluation of participants and program effectiveness.
  - Members assigned to modified-duty status, or suspended, are not permitted to attend departmental training until cleared by their attending physicians or the County's Designated Health Care Provider (DHCP) and authorized by the Baltimore County Office of Human Resources (OHR) to return to full-duty capacity.
  - Lesson plans will be developed for each training program using the guidelines and formats available through the TS. They will include performance objectives, subject matter, and the instructional techniques to be used.
  - Lesson plans will be approved by the commander of the division providing the training and forwarded to the TS Commander, who will give final approval and retain copies at the Training Academy.
  - Evaluation of students attending training programs will be based on established testing procedures. The criteria will include a minimum passing score and guidelines for the development of the test (i.e., competency test).
  - Divisions conducting training programs will maintain records of lesson plans, names of members attending, and test results. Copies of this information will be forwarded to the Administrative & Technical Services Bureau (ATSB). Attendees will be provided certificates and/or documentation of attendance.
  - The personnel records of all members completing training programs will be updated to include dates and type of training attended, test scores, and copies of certificates received. It is the responsibility of the section providing the training to forward to the ATSB the necessary paperwork.
- EXCEPTION:** Record updates will not include in-service training or recruit training.
- The ATSB will release training record information upon receipt of a bona fide request (e.g., promotional evaluation, etc.).
  - Supervisors who identify a member in need of remedial training will contact the Training Section to establish a program that will address the member's deficiencies. Criteria for the program should include a time frame for the remedial instruction and periodic progress reports.

### **TRAINING COORDINATORS**

- Are designated at every precinct/division at the discretion of the commander.
- Monitor roll call training programs.
- Develop training for members assigned to new positions.
- Attend annual meetings with the TS to provide feedback on training programs and exchange information on other training matters.

### **TRAINING INSTRUCTORS**

- Regardless of assignment, will follow procedures established by the TS and be certified by the Maryland Police and Correctional Training Commissions (MPCTC) if full-time.  
**NOTE:** Requests for instructor certification will be made through the TS.
- From outside of the Department should be used as additional resources whenever practical.

## **TRAINING SECTION (TS)**

- Checks the credibility and qualifications of outside instructors.
- Conducts a criminal history check on outside instructors.  
**EXCEPTION:** The TS Commander may waive this requirement on a case-by-case basis (e.g., other jurisdiction law enforcement officials, state's attorneys, judges, etc.).
- Reviews all course material and lesson plans submitted by outside instructors.
- Monitors classes taught by guest instructors.
- Ensures that copies of lesson plans are filed at the training location unless waived by the TS Commander.

## **ROLL CALL TRAINING**

- Informs members of changes in operational and administrative information or to address concerns unique to a division or precinct.
- Developed, as necessary, with assistance from the TS or other subject matter experts from within or outside the Department.
- Accomplished using video downloads, online training, training bulletins, or guest speakers.
- Members are responsible to review the information and are encouraged to offer suggestions or comments on training received.
- Supervisors will ensure that members obtain the information and will maintain records of members receiving training.

## **SPECIALIZED TRAINING**

- Required for certain specialized assignments.
- Results will be included on the member's probationary evaluation.
- Should include:
  1. Development and/or enhancement of skills, knowledge, and abilities particular to the specialization.
  2. Management, administration, supervision, personnel policies, and support services of the unit.
  3. Performance standards of the unit.
  4. Agency policies, procedures, rules, and regulations specifically related to that unit.
  5. Supervised on-the-job training.
- Should be successfully completed in a reasonable period of time by non-sworn members assigned to law enforcement capacities (e.g., police service officers, cadets, school crossing guards, etc.) in order to remain in the position.

## **DEPARTMENTAL TRAINING FOR OTHER AGENCIES**

- Training programs having an open enrollment to other agencies may be announced through newsletters, telex messages, written correspondence, etc.
- Requests from other agencies to attend training sponsored by this Department must be in writing and approved by the commander of the host division.

## **REFERENCE**

- CALEA, Chapter 33.

## ***7-8.2.3 NEW EMPLOYEE ORIENTATION (NON-SWORN)***

## **BALTIMORE COUNTY OFFICE OF HUMAN RESOURCES (OHR)**

- At sign-in, provides new members with:
  1. The County's Employee Handbook.
  2. Policies on Equal Employment, Sexual Harassment, Substance Abuse, Mental Illness, Safety and Health, Political Activity, Absence Control, and Attendance.

- Within the first week, provides an orientation meeting and gives general information on benefits.
- Within the first month, conducts mandatory training addressing Customer Service, Sexual Harassment Prevention, and Workplace Violence Prevention.

### **SUPERVISORS**

- Provide or arrange for job-specific training to new members as needed.
- Ensure that new members are aware of relevant Department rules, regulations, and working conditions.
- Provide a 90 day performance evaluation to civilian probationary members.
- Notify the Administrative & Technical Services Bureau Commander, via the chain-of-command, when performance deficiencies are noted in a probationary member.

### **7-8.3 PROMOTIONS**

#### **LEGAL BASIS**

- Authority for this policy is found in the Special Police and Fire Regulations of the Baltimore County Code.

#### **ADMINISTRATIVE & TECHNICAL SERVICES BUREAU COMMANDER**

- Designates a liaison with the Baltimore County Office of Human Resources (OHR) in the administration of the Department's promotional process.

#### **SCREENING**

- For minimum qualifications is done by the OHR.

#### **EXAMINATION PROCESS**

- Applicants meeting minimum qualifications will proceed through the examination process as determined by the OHR.
- The examination process will be announced via a Personnel Announcement in accordance with County personnel rules and regulations and at the direction of the OHR.
- Individuals passing the examination process are placed on an eligibility list.

#### **ELIGIBILITY LISTS**

- Are in rank order with those candidates having the highest rating at the top and descending in order by rating.
- Use seniority placement for promotions to corporal through captain as follows:
  1. Time in rank.
  2. Department tenure, from date of appointment as a police officer.
  3. Academy class ranking.

**NOTE:** Members are encouraged to verify the current seniority policy contained within the Memorandum of Understanding.
- Used only by the OHR to certify top candidates in accordance with the County Code.
- Are retained at the OHR.

#### **CERTIFICATION LIST**

- The OHR, upon being notified of the Chief of Police's intention to promote, will prepare a certification list based on the eligibility list.
- The number of names on the certification list will be two more than the number of vacancies.
 

**EXCEPTION:** If several people are tied numerically, they will all be placed on the certification list.

## **FINAL SELECTION PROCESS**

- Authority to promote rests with the Chief of Police.
- The Chief may employ any appropriate selection criteria to choose a promotee. Criteria may include, but are not limited to, any of the following:
  1. Review of personnel folders to include performance appraisals.
  2. Review of resumes containing training, education, and experience.
  3. Review of Internal Affairs Section records to include sustained charges.
  4. Recommendations from supervisors/commanders of the candidate.
  5. Interview at the agency level.
  6. Review of academy grades.
  7. Overall rating on all portions of the examination.
- Once the Chief has determined who the best qualified candidate is, a Personnel Action Ticket is prepared.
- The Personnel Action Ticket will be forwarded for final authorization by the Director of the OHR.
- Promotions will not be final until the candidate successfully completes the prescribed probationary period.
- Candidates not selected for promotion will remain on the eligibility list unless otherwise specified. These candidates will be eligible for recertification when another request for promotion is made.
- If the Chief recommends to the Director of the OHR that a candidate neither be promoted nor considered for any future vacancies, the candidate's name will be removed from the eligibility list, if the Director of the OHR concurs. This type of action will only be for cause and used in extraordinary cases where it is felt that the candidate will not meet the criteria for the higher position during the length of the eligibility list.

## **CEREMONY ATTENDANCE**

- Attendance is mandatory for sworn members being promoted, unless otherwise directed by the Chief of Police.
- Members wishing to be excused must submit a [Form 12L](#), Intra-Department Correspondence, to their bureau/division commander who will consult with the ATSB Commander. Final approval rests with the Chief of Police.
- The excused member will contact the ATSB Commander, through the chain-of-command, to make arrangements to be sworn in at a later date.
- The effective date will be the date sworn in.
- Members will not be sworn in prior to the promotional ceremony.
- If a member must be absent due to an emergency (e.g., illness, death in the family, etc.), they will contact the ATSB via telephone as soon as possible. Upon return to work, the member will submit a [Form 12L](#) to the bureau/division commander explaining their absence. The bureau/division commander will forward the [Form 12L](#) to the ATSB for appropriate action.

## **MANDATORY SUPERVISOR TRAINING**

- The Maryland Police and Correctional Training Commissions (MPCTC) requires newly-promoted corporals and lieutenants to complete the training within one year of the effective date of their promotion, unless an approved training program was completed within the two years prior to the promotion.  
**NOTE:** Failure to satisfactorily complete this training shall require the Department to relieve the supervisor of his/her supervisory job duties, and report this course failure and subsequent personnel action to the MPCTC within 30 days.
- The Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Department require newly-promoted sergeants to complete the training.

- All sworn members promoted to the ranks of corporal, sergeant, and lieutenant are responsible for ensuring that they attend an approved training program.
- On an annual basis, the Training Section will present the training to the personnel who will be considered for promotion, or have been promoted to corporal, sergeant, and lieutenant.  
**NOTE:** Members selected to attend the mandatory supervisor training presented by the Training Section will attend, unless excused by the Training Section Commander.
- Members receiving this training are not guaranteed a promotion.

### **7-8.3.1 SCREENING AND ELIGIBILITY REQUIREMENTS**

#### **MINIMUM QUALIFICATIONS**

- **Corporal:** Three years of continuous and current employment in the Baltimore County Police Department as a police officer. Qualifying education may be substituted for up to one year of the required experience.
- **Sergeant, Lieutenant, and Captain:** Two years of continuous and current employment in the next lower rank. Qualifying education may be substituted for up to one year of the required experience.
- **Major and Colonel:** One year of continuous and current employment in the next lower rank.

#### **QUALIFYING EDUCATION**

- Substitution of college credits for required experience is as follows:
  1. 15 - 29 credits = Three months experience.
  2. 30 - 59 credits = Six months experience.
  3. 60 or more credits = Nine months experience.
  4. Bachelor's Degree or higher = One year experience.

#### **TEST WEIGHTS/COMPONENTS**

- Will be determined by the Baltimore County Office of Human Resources (OHR) in collaboration with the Baltimore County Police Department for each level of promotion.

#### **TESTING INSTRUMENTS**

- Will be determined by the OHR in collaboration with the Baltimore County Police Department for each level of promotion.
- May be written, oral, or as otherwise announced by OHR prior to the testing date.
- Written test source material will be drawn from a bibliography that is updated yearly.
- The testing bibliography will be posted in a Personnel Announcement several months prior to the testing date.
- The bibliography and written test may differentiate among ranks (e.g., a test may be more technically oriented for corporals than for captains, etc.).
- Members of the Oral Examination Board may be recommended by the Chief of Police or his/her designee, and are not necessarily limited to members of law enforcement agencies.
- Selection of Oral Examination Board members is conducted by the OHR as directed by the Director of the OHR.
- At least one member of each board must be a police official.

#### **TEST MECHANICS**

- Protests will be accepted after the exam, at the exam site, or within five business days, not including the exam date. A question can be protested if it is impossible to answer or of a controversial nature.
- Answers will be released via electronic mail shortly after each exam.

## **REFERENCE**

- Baltimore County Personnel Law, Special Police and Fire Regulations.

### **7-9.0 EMPLOYMENT STATUS**

#### **7-9.1 PROBATIONARY PERIODS**

### **PROBATIONARY PROCEDURES**

- Are dictated by the Baltimore County Code.
- For cadets, are the same as for other non-sworn members.

### **PROBATIONARY PERIODS FOR DEPARTMENT MEMBERS**

- Two years from the date of appointment for those members appointed to the Training Academy or hired under the Lateral Entry Program.  
**NOTE:** No extension to the two-year probationary period is permitted.
- Nine months, for sworn members newly promoted.
- Ninety days, for sworn members assigned to a specialized unit.
- Six months, for non-sworn members newly hired or promoted.

### **DEPARTMENT MEMBERS**

- Who are sworn, and prove to be unsatisfactory during their:
  1. Initial probationary period, may be dismissed from the Department with no right of appeal.  
**EXCEPTION:** See Administrative Manual, Article 2 (Discipline).
  2. Promotional probation, may have their promotion reversed by the Chief of Police, since their promotion is subject to satisfactory completion of probation. Affected members will be reverted to their previous rank.
  3. Specialized unit transfer probation, may have their probation extended an additional 90 days at the recommendation of the specialized unit commander and approval by the Administrative & Technical Services Bureau (ATSB) Commander.
- Who are non-sworn and prove to be unsatisfactory during their probationary period, may have their probation extended for further evaluation or may be dismissed. The ATSB Commander must be contacted through the chain-of-command for direction prior to taking any action.

### **SUPERVISORS**

- Recommend that the probation be concluded or other action be taken (e.g., reversion, transfer, extension, etc.) based on the member's performance prior to the end of their subordinate's probationary period.  
**NOTE:** This recommendation must be made in writing to the ATSB Commander. Members will be advised, in writing, of the decision and the justification for the action taken.

### **REFERENCES**

- Administrative Manual, Article 2 (Discipline).
- [Baltimore County Code](#).
- [Baltimore County Personnel Manual](#).

## **7-9.2 TERMINATION OF SERVICE**

### **GENERAL**

- Members must submit a [Form 12L](#), Intra-Department Correspondence, through the chain-of-command to the Administrative & Technical Services Bureau Commander announcing their intention to either resign or retire.  
**NOTE:** Members will include an actual last day of employment by the Department and identify their first day of separation (e.g., "My last day of employment will be June 30, 20xx, and my first day of retirement will be July 1, 20xx, etc.).
- Members resigning or retiring should submit a [Form 12L](#) 30 days prior to the resignation date to ensure administrative processing is completed.
- Members retiring must contact the County Employees Retirement Section for retirement options and benefits.
- All required forms must be completed and submitted.
- Uniforms and equipment must be turned in prior to the exit interview in accordance with clearance forms.

### **7-9.2.1 RETIREMENT CREDENTIALS**

#### **GENERAL**

- The issuance of retirement credentials (i.e., badge and identification card) to a sworn member upon retirement is at the discretion of the Chief of Police or his/her designee.
- When a sworn member notifies the Department of his/her retirement, the Police Personnel Section - Office of Human Resources (PPSOHR) will prepare a Retirement Credential Request Form.
- The Administrative & Technical Services Bureau (ATSB) Commander will consult with the Chief of Police to determine if the retirement credentials will be issued.
- If approved, the ATSB will indicate approval on the Retirement Credential Request Form and forward:
  1. The original form to the PPSOHR.
  2. A copy of the form to the Materials & Facilities Management Unit, to arrange for the issuance of credentials.**NOTE:** The identification card must be provided to the retiree within 45 days of his/her retirement.
- If the Chief of Police determines there is reason for denying the credentials, the ATSB Commander, or designee, will indicate on the Retirement Credential Request Form that the request has been denied, and forward it to the PPSOHR. The PPSOHR will notify the retired member. The reason for denial will be documented on the Retirement Credential Request Form. The retired member may review and comment on the form and appeal the denial to the Chief of Police or his/her designee.
- All Retirement Credential Request Forms, whether approved or denied, will be maintained on file by the PPSOHR.
- The issuance of police credentials does not entitle retired members the right to carry a firearm under the Law Enforcement Officers Safety Act of 2004 (LEOSA).  
**NOTE:** Retired members interested in carrying a firearm under LEOSA will be instructed to contact the PPSOHR for information. (Refer to Field Manual, Article 12).

#### **ADMINISTRATIVE & TECHNICAL SERVICES BUREAU**

- Upon receiving notification of retirement/resignation intention, forwards appropriate paperwork to the member's commander.
- Provides opportunity for an exit interview.
- Has final approval on clearance forms.

- Places completed clearance forms in the member's personnel folder.

### **MEMBER'S COMMANDER**

- Upon receiving a resignation/service retirement request, verifies the member's intention.
- Issues clearance forms.

### **LOST OR STOLEN CREDENTIALS**

- Require the filing of a police report by the retired member to whom the credentials are assigned.
- Will be reported to the ATSB by the retired member. The ATSB Commander will:
  1. Contact the PPSOHR to determine if the retired member initially received retirement credentials.
  2. Initiate an investigation to determine if the retired member is eligible to receive retirement credentials based on current retirement credential issuance criteria, if there is no record on file with the PPSOHR.

**NOTE:** A Baltimore County central complaint (CC) number or a copy of the other jurisdiction report must be provided to the ATSB by the retired member.

- Will be replaced upon payment of replacement costs by the retired member.

### **REFERENCES**

- Administrative Manual, Article 8 (Departmental Property).
- Field Manual, Article 12 (Use of Force/Weapon Systems).

## **7-9.3 FAMILY/NON-FAMILY MEMBER ASSIGNMENTS**

### **GENERAL**

- Family members and non-family members, as defined below, will not supervise (directly or indirectly within the immediate chain-of-command) or otherwise discipline another family/non-family member.
- Members finding themselves in this situation must immediately notify their commanders.
- If corrective action is necessary to rectify a situation, reasonable effort will be made to provide a workable solution.
- Requests for exception to this policy must be directed in writing through the chain-of-command to the Administrative & Technical Services Bureau Commander.
- Any issues or conflicts involving the assignment of family members will be resolved between the Chief of Police, or his designee, and the Fraternal Order of Police (FOP).

### **FAMILY MEMBERS**

- Parent and step-parent.
- Spouse.
- Child (including adoptive and/or foster children and stepchildren).
- Siblings (including step-brother or step-sister).
- In-laws.
- Aunt/uncle.
- Grandparent.
- Niece/nephew.
- Cousin.

### **NON-FAMILY MEMBERS**

- Dating.
- Shared living.

- Intimate or sexual.
- Other relationships (reviewed on a case-by-case basis).

#### **7-9.4 TEMPORARY DUTY ASSIGNMENTS**

##### **GENERAL**

- All positions within the Department are subject to being staffed with personnel on a temporary basis.
- The duration, criteria for selection, and description of such assignments will be based on the needs of the Department as determined by the Chief of Police or his/her designee.

##### **DEPARTMENT MEMBERS**

- Assigned to temporary duty other than their permanent assignment will use a:
  1. Police vehicle after consulting with the on-duty shift commander if:
    - a. A vehicle is available.
    - b. It is convenient for the member to use the vehicle. If members must go out of their way to pick up a police vehicle from their permanent assignment, a police vehicle will not be used.
  2. Personal vehicle in other circumstances.

##### **SUPERVISORS**

- Mark the member's temporary assignment in the "Assignment" column of the Daily Assignment and Activity Report (DAAR). The method of travel should also be noted.

##### **REFERENCES**

- [Baltimore County Personnel Manual](#).
- Section 7-7.3 (Miscellaneous Compensation and Expenditures).

#### **7-9.5 NON-DISCIPLINARY SUSPENSION OF POLICE POWERS**

##### **GENERAL**

- Members having police powers suspended for non-disciplinary reasons are not entitled to a suspension review hearing. See Administrative Manual, Article 7-11.2.5 for restrictions regarding other employment.

##### **COMMANDERS**

- Immediately notify the Administrative & Technical Services Bureau (ATSB) Commander when an officer is suspended or when a suspension is rescinded.
- Advise the member in writing that he/she does not have arrest powers, cannot carry a firearm, is not to take any police action, and may not drive a marked police vehicle.
- Deliver to Materials & Facilities Management Unit, for all members suspended for more than 10 consecutive days, the following Department equipment and property: firearm(s), magazines, ammunition, badges, hat shield, identification card, and Maryland Police and Correctional Training Commissions (MPCTC) Card.  
**NOTE:** Suspended members will be issued a temporary identification card if they require access to police facilities.

#### **7-10.0 TRANSFERS**

##### **GENERAL**

- All transfers are subject to review and approval by the Operations Bureau Commander, in the name of the Chief of Police.

- The Baltimore County Office of Human Resources (OHR) will maintain a Department staffing strength report based on the Table of Organization.
- Differences between authorized and actual staff are considered vacancies.
- The Department fills vacancies by transfer, promotion, or hire.
- Vacancies will generally be filled through the selection processes outlined in this article, based on the vacancy type.
- All information related to the selection/transfer of an applicant, including the interview questions, personnel records, Internal Affairs findings, applicant ratings, and eligibility lists will be treated as confidential information.

### **CHIEF OF POLICE**

- Maintains the prerogative to fill a vacancy through transfer or hire.
- Maintains the prerogative to fill directly, without competitive processes, vacancies in specialized assignments.
- Has final approval over the filling of all vacancies.
- Approves the assignments of all supervisory and command personnel of the Department.
- Retains the right to approve or disapprove any transfer, and to assign or reassign any Department member to such duties or subdivisions of this agency, when such actions may best serve the interest of the member, the Department, the Baltimore County Government, or the public.

### **TRANSFER CONSIDERATIONS**

- In an application for transfer, the Department may consider qualifications including knowledge, training and experience, skills and ability, physical and mental condition, balanced staffing, performance evaluation, and the needs of the Department.
- Providing all factors are relatively equal, seniority will be determinative. Seniority is determined as follows:
  1. Rank/grade.
  2. Time in rank/grade.
  3. Department tenure.
  4. Academy class ranking.

### **MEMBERS REQUESTING TRANSFER**

- Will not consider the transfer request process, including approval of the request, as an expectation to transfer.
- Are prohibited from soliciting the assistance of persons not members of the Department to obtain a transfer of any kind within the Department.
- Will refer to Section 7-10.5 (Appeals, Withdrawals and Cancellations) if their transfer request is denied and they wish to appeal.

### **TRANSFERRED MEMBERS**

- Review the [Specifications for Issuance of Service Firearms](#) to determine if they are issued the appropriate service firearm for their new assignment, as directed by the bureau commanders.  
**NOTE:** Members will contact the Materials & Facilities Management Unit if an exchange of their service firearm is required.

### **REFERENCE**

- [Specifications for the Issuance of Service Firearms.](#)

## 7-10.1 TRANSFER BETWEEN COMMANDS FOR NON-SPECIALIZED ASSIGNMENTS

### **REQUESTING MEMBERS**

- May request transfer to non-specialized assignments at any time.
- Complete a [Form 50](#), Sworn Member Transfer Request, to request transfer to a non-specialized assignment outside of their current command.  
**NOTE:** A [Form 50](#) is not required for transfer within a command or for transfer to a specialized assignment.
- Complete all information on the top portion of the [Form 50](#), up to and including the member's signature.  
**NOTE:** The page of the form titled Administrative Transfer does not require completion at the time the transfer is requested.
- List the specific precinct/unit followed by the division on the "Requested Assignment" line of the [Form 50](#) (e.g., Precinct 6 – Patrol Division, etc.).  
**NOTE:** Members wishing to transfer to any one of several different precincts/units, will complete a separate [Form 50](#) for each request, and will prioritize their order of preference in the appropriate section of each [Form 50](#).
- Identify the precinct/unit commanders, division commanders, and bureau commanders who must review the [Form 50](#) as it moves through the approval process.  
**NOTE:** This information must be typed on the appropriate lines of the command approval sections of the [Form 50](#), prior to submission.
- Forward the completed [Form 50](#) through the chain-of-command for approval or disapproval by the commander of the precinct/unit to which the member is currently assigned.  
**NOTE:** The Operations Bureau will present the form to the remainder of the commanders identified for approval or disapproval.

### **MEMBER'S COMMANDER**

- Reviews the [Form 50](#) and ensures that all stabilization requirements have been satisfied.
- Indicates request approval/disapproval, comments, and signs the form.
- Notes the reasons for denial in the "comments" section of the [Form 50](#), if recommending denial of a transfer request.
- Promptly forwards the original [Form 50](#) to the Operations Bureau for further approvals or disapprovals.
- Informs member of the final approval or disapproval status of the [Form 50](#), and provides the member with a copy of the form.
- Retains original approved [Forms 50](#) in active status until one of the following occurs:
  1. Transfer of the member.
  2. Request is withdrawn by the member.
  3. Removal of the member from the approved status.
  4. Exit from the Department by the member.
- Completes the Personnel Information Section of the [Form 50](#), upon notification of a transfer, no later than two weeks prior to the transfer effective date, and ensures the following distribution:
  1. Original - Payroll & Salary Analysis Team.
  2. First Copy - Administrative & Technical Services Bureau.
  3. Second Copy - Technology & Communications Section.
- Forwards the transferred member's following records to the receiving commander, upon enactment of a transfer:
  1. Personnel folder.
  2. Vacation/court schedules.
  3. Previous leave schedules.
  4. Worksheets for tracking leave, compensatory leave, overtime, etc.

## **OPERATIONS BUREAU**

- Facilitates and tracks the transfer request command approval process, to ensure the appropriate approvals and/or disapprovals are obtained on [Forms 50](#), after requests are approved by the requesting member's commander.
- Notifies the requesting member, the member's commander, and the receiving command of the final approval or disapproval status of the transfer request.
- Returns completed [Forms 50](#) to the originating command.  
**NOTE:** A copy of [Forms 50](#) will be retained by the Operations Bureau until the transfer is enacted.
- Maintains a current list of members with [Forms 50](#) in the approved status.
- Coordinates the transfer draft process.
- Notifies the member's current commander and receiving commander upon transferring a member.

## **CURRENT AND RECEIVING DIVISION COMMANDERS AND BUREAU COMMANDERS**

- Indicate an approval or disapproval of the request, comments, signs, and returns the form to the Operations Bureau, upon receipt of a [Form 50](#).

## **RECEIVING COMMANDER**

- Indicates an approval or disapproval of the request, comments, signs, and returns the form to the Operations Bureau, upon receipt of a [Form 50](#).
- Upon receiving a transferred member:
  1. Orients member to their roles and responsibilities, as soon as possible.
  2. Initiates and coordinates specialized training, if required.
  3. Advises member of applicable written guidelines and where they may be found.
  4. Ensures an updated [Form 78](#), Personnel Information Form, is completed by the transferred member and forwarded to the Administrative & Technical Services Bureau (ATSB).
  5. Ensures the transferred member is outfitted with the appropriate service firearm, as directed by the bureau commanders.  
**NOTE:** Commanders will direct members to contact the Materials & Facilities Management Unit if an exchange of their service firearm is required.
- Assures that the following accompany the member from his/her previous assignment:
  1. Personnel folder.
  2. Vacation/court schedules.
  3. Previous leave schedules.
  4. Worksheets for tracking leave, compensatory leave, overtime, etc.

## **PAYROLL & SALARY ANALYSIS TEAM**

- Ensures that appropriate changes are made to the Department roster and Daily Assignment and Activity Report (DAAR).
- Forwards original [Forms 50](#) to the Police Personnel Section - Office of Human Resources (PPSOHR).

## **TECHNOLOGY & COMMUNICATIONS SECTION**

- Adjusts the transferred member's access to Department systems and resources, as needed.

## **POLICE PERSONNEL SECTION - OFFICE OF HUMAN RESOURCES**

- Prepares and issues a Personnel Announcement documenting the transfer.
- Prepares documents to add or delete supplemental pay, as appropriate.
- Notifies the Baltimore County Office of Budget and Finance of program and sub-organization changes.

- Places a copy of the [Form 50](#) in the transferred member's personnel folder.

## **REFERENCES**

- [Specifications for Issuance of Service Firearms](#).
- Section 7-8.2.2 (Departmental Training).

## **7-10.2 TRANSFERS WITHIN A PRECINCT**

### **GENERAL**

- Applies to members transferring from one assignment to another within a precinct.  
**EXCEPTION:** Investigative Services Team (IST) positions.
  - May be granted by the commander after a request is made or due to personnel needs.
  - May be requested for precinct shift assignments at any time via [Form 12L](#), Intra-Department Correspondence.
  - A [Form 50](#), Sworn Member Transfer Request, must be completed after a member is selected for transfer within a precinct, with the following distribution:
    1. Original - Payroll & Salary Analysis Team.
    2. First Copy - Administrative & Technical Services Bureau.
    3. Second Copy - Technology & Communications Section.
- NOTE:** Only the Administrative Transfer page of the [Form 50](#) is required to be completed for transfers within a precinct.

### **SELECTION PROCESS**

- Announcements of vacancies within precinct assignments will be posted for four weeks, with the deadline stated in the announcement.
- All non-specialized precinct assignments (e.g., Community Action Team (CAT), Community Outreach Team (COT), School Resource Officer (SRO), etc.) are at the discretion of the precinct commander and will be filled from within the precinct.
- Members will submit a [Form 12L](#) to their commander requesting transfer to the assignment. The [Form 12L](#) should list training received, and the applicable skills, knowledge, and abilities of the applicant.  
**NOTE:** A resume and/or samples of the applicant's work may be attached at the commander's discretion.
- The precinct commander, upon review of all applicants' qualifications for the position and the needs of the command, may select the individual best suited for the position.
- For positions where interviews are held, the precinct commander will select a supervisor from within the command to assist with the applicant interviews.
- A set of questions which are directly related to the position being applied for will be developed. All applicants will be asked the same questions.

### **PRECINCT COMMANDER**

- Ensures members transferred within their precinct are outfitted with the appropriate service firearms, as directed by the bureau commanders.  
**NOTE:** Commanders will direct members to contact the Materials & Facilities Management Unit if an exchange of their service firearm is required.

### **PAYROLL & SALARY ANALYSIS TEAM**

- Ensures that appropriate changes are made to the Department roster and Daily Assignment and Activity Report (DAAR).
- Forwards original [Forms 50](#) to the Police Personnel Section - Office of Human Resources (PPSOHR).

## **TECHNOLOGY & COMMUNICATIONS SECTION**

- Adjusts the transferred member's access to Department systems and resources, as needed.

## **POLICE PERSONNEL SECTION - OFFICE OF HUMAN RESOURCES**

- Prepares documents to add or delete supplemental pay, as appropriate.
- Notifies the Baltimore County Office of Budget and Finance of program and sub-organization changes.
- Places a copy of the [Form 50](#) in the transferred member's personnel folder.

## **REFERENCE**

- [Specifications for Issuance of Service Firearms.](#)

### **7-10.2.1 TRANSFER TO INVESTIGATIVE SERVICES TEAM (IST)**

#### **GENERAL**

- When a vacancy exists or is anticipated, the precinct commander will place an announcement on roll call.
- Announcements of vacancies for IST assignments will be posted for four weeks, with the deadline stated in the announcement.
- Announcements of vacancies in IST will be distributed first to members of the respective command. If no applicants are qualified or interested, the Employee Relations Team (ERT) will coordinate the selection process as outlined in Section 7-10.3, Transfers to Specialized Assignments.  
**NOTE:** Prior to announcing position availability outside of a precinct command, a vacancy must exist for the particular rank requested.
- Interested personnel will submit a [Form 12L](#), Intra-Department Correspondence, requesting consideration for the position.
- Refer to Section 7-10.5, for cancellation and/or expiration of candidate eligibility lists.

#### **TEMPORARY ASSIGNMENT**

- Precinct members may be assigned temporarily to IST for 90 days or less at the discretion of the precinct commander. Temporary assignment in excess of 90 days may only be approved by the division commander.
- Members temporarily assigned to IST are not eligible for supplemental compensation.

#### **PERMANENT ASSIGNMENT**

- All investigative positions in IST are considered specialized assignments.
- Members applying for permanent assignment to IST must submit a [Form 12L](#) requesting consideration for the position. The [Form 12L](#) will list training received, special skills, knowledge, and abilities of the applicant. Samples of the applicant's work may be attached.
- Only members assigned to an authorized IST position are entitled to supplemental salary and clothing allowance.

#### **PRECINCT COMMANDER**

- Ensures interviews are conducted as part of the selection process for all IST positions, regardless of the number of applicants.
- Notifies the ERT in writing to request a Personnel Announcement for advertising an IST vacancy outside of his/her command.
- Maintains a list of applicants and the date their application packet was received.
- Pre-screens applicant(s) (e.g., personnel file, minimum qualifications, etc.).
- Selects an interview board of at least three members. Board members will be familiar with the position requirements and remain consistent throughout the entire interview process.

- Notifies applicant(s) in writing of a disqualification.
  - Forwards a copy of the IST eligibility list and name of the applicant selected to the ERT.
  - Completes a [Form 50](#), Sworn Member Transfer Request, after a member is selected for or removed from permanent assignment to an IST position, and ensures the following distribution:
    1. Original - Payroll & Salary Analysis Team.
    2. First Copy - ERT.
    3. Second Copy - Administrative & Technical Services Bureau (ATSB).
    4. Third Copy - Technology & Communications Section.
- NOTE:** Only the Administrative Transfer page of the [Form 50](#) is required to be completed for these transfers.
- Notifies the Fair Practices Liaison of the interview dates and times.
  - Ensures transferred members are outfitted with the appropriate service firearms, as directed by the bureau commanders, after they are selected for, or removed from, permanent assignment to an IST position.
- NOTE:** Commanders will direct members to contact the Materials & Facilities Management Unit if an exchange of their service firearm is required.

### **EMPLOYEE RELATIONS TEAM**

- Maintains all selection process documents for three years.

### **PAYROLL & SALARY ANALYSIS TEAM**

- Ensures that appropriate changes are made to the Department roster and Daily Assignment and Activity Report (DAAR).
- Forwards original [Forms 50](#) to the Police Personnel Section - Office of Human Resources (PPSOHR).

### **TECHNOLOGY & COMMUNICATIONS SECTION**

- Adjusts the transferred member's access to Department systems and resources, as needed.

### **POLICE PERSONNEL SECTION - OFFICE OF HUMAN RESOURCES**

- Prepares documents to add or delete supplemental pay, as appropriate.
- Notifies the Baltimore County Office of Budget and Finance of program and sub-organization changes.
- Places a copy of the [Form 50](#) in the transferred member's personnel folder.

### **REFERENCE**

- [Specifications for Issuance of Service Firearms.](#)

## **7-10.3 TRANSFERS TO SPECIALIZED ASSIGNMENTS**

### **DEFINITIONS**

- Applicant - an individual currently in the application process for a specialized assignment.
- Candidate - an individual who passed all requirements for the selection process and whose name is on the eligibility list for a specialized assignment.

### **GENERAL**

- For purposes of consistency, the Employee Relations Team (ERT) will identify specialized assignments that require specific knowledge, skills, and abilities.

- Applicants will complete a [Form 12L](#), Intra-Department Correspondence, indicating their intent to seek transfer to a specialized assignment, attaching the necessary paperwork as required for specialized assignments (refer to the specific Selection Process Notice for the requested assignment), and forward through the chain-of-command for approval.  
**NOTE:** The [Form 12L](#) must be signed and dated on the approval lines, prior to forwarding to the ERT.
- Members may not request transfers to specialized assignments until a Selection Process Notice has been announced.
- Commanders will post the assignments, solicit applications, establish a selection board, and screen applications for minimum qualifications. The selection board will review all applications and identify the most qualified applicants measured against the assignment's selection criteria. The selection board will document the reasons for their final selection on a [Form 12L](#), Intra-Department Correspondence, and submit this document and all selection process materials to the ERT for review and final approval.  
**EXCEPTION:** Does not apply to assignments which are designated as exempt by the Chief of Police.
- Eligibility lists and selection process materials for specialized assignments are retained by the ERT.

### **SELECTION PROCESS NOTICES**

- Prepared by the ERT.
- Include descriptions of:
  1. Minimum qualifications.
  2. Selection criteria based on the knowledge, skills, and abilities identified in the assignment description for the position.
  3. Examples of duties identified in the assignment description for the position.
  4. Other exams (e.g., urinalysis, polygraph, etc.) and practical exercises, if any, which must be reviewed and approved by the ERT each time the section/unit wants to utilize the exercise.
  5. Application procedures.
  6. Selection process.
- Forwarded to the requesting section/unit by the ERT.
- Advertised by the ERT via Personnel Announcement.
- Sent out by the section/unit upon the request of the prospective applicant.

### **SPECIALIZED ASSIGNMENT PERSONNEL ANNOUNCEMENTS**

- The ERT has the discretion to determine the appropriate methods to advertise employment opportunities, considering factors such as the requirements of the job, the number of vacancies, the potential applicant pool, time constraints, or the effects of foreseeable events such as promotions, retirements, and other transfers.
- The ERT will establish a deadline for submission of applications that will allow four weeks from the date of the Personnel Announcement. The ERT has the discretion to change a deadline date or advertise again for a vacancy.
- Announcements are distributed to all sections/units and must be read at roll call for three days and posted on the Department's Intranet site until deadlines expire.

## **SPECIALIZED ASSIGNMENT COMMANDERS**

- Identify at least three individuals to be members of the interview board for review by the ERT. Board members must be familiar with the job requirements and able to judge an applicant's qualifications. Board members' names and qualifications to sit on the board are forwarded to the ERT for approval. The approved interview board should remain consistent throughout the entire process. Changes to the board, if necessary, must be approved by the ERT.
  - Notify applicants when requests have been received.
  - Notify the ERT, in writing, of those applicants who do not meet minimum qualifications.
  - Consults with the ERT when denying an applicant an interview. The ATSB Commander retains the final decision on the interview.
  - Completes a [Form 50](#), Sworn Member Transfer Request, after a member is selected for a specialized assignment position, and ensures the following distribution:
    1. Original - Payroll & Salary Analysis Team.
    2. First Copy - ERT.
    3. Second Copy - Administrative & Technical Services Bureau (ATSB).
    4. Third Copy - Technology & Communications Section.
- NOTE:** Only the Administrative Transfer page of the [Form 50](#) is required to be completed for these transfers.
- Ensure the selected member is outfitted with the appropriate service firearm, as directed by the bureau commanders.
- NOTE:** Commanders will direct the member to contact the Materials & Facilities Management Unit if an exchange of their service firearm is required.

## **EMPLOYEE RELATIONS TEAM**

- Notifies the applicant, if an interview will not be granted.
- Meets with the applicant, if requested, to explain the reason the applicant did not meet the minimum qualifications.

## **INTERVIEW BOARD**

- Works with the ERT to formulate interview questions that will help identify how well the applicant meets the selection criteria, prior to scheduling any interviews.
- Reviews all material submitted by applicants.
- Pre-screens each applicant's:
  1. Personnel file.
  2. Minimum qualifications as listed in the Assignment Description.
- Prepares and submits job-related interview questions or other assessment methods to the ERT for approval, along with a completed Form 76, Selection Criteria Form.
- Will not schedule interviews until the ERT has approved questions, benchmarks, or other assessment methods and a final assessment panel.
- Forwards to the ERT and the Fair Practices Liaison, a list of the interview dates and times.
- Interviewers should have a Form 76 with all criteria listed and an interview question sheet in front of them.
- Asks all applicants the same pre-approved questions; interviewers are allowed to ask job related follow-up questions, for clarification purposes only.
- Interviewers will then independently rate the applicant on the Form 76.
- May have a general discussion only after the rating forms have been completed.
- Members will not attempt to influence the assessment or judgment of another board member.

- Submits the names of the recommended applicants in alphabetical order on a [Form 12L](#), Intra-Department Correspondence, to the ERT. A separate [Form 12L](#) will be prepared with the names of applicants not found qualified, along with proper justification.  
**NOTE:** Board members will not notify the applicants of the results prior to the certification of the eligibility list by the ERT.

### **EVALUATION**

- After the selection process has been completed, all selection process materials will be forwarded to the ERT to include:
  1. Applicants' resumes.
  2. Results of all practical exercises and other assessments, if used.
  3. Form 76, Selection Criteria.
  4. Interview question sheets with accompanying notes and interviewers' signatures.
  5. Completed Specialized Assignment Selection Process checklist signed by the commander.**NOTE:** This material will be maintained by the ERT for three years.
- The material will be used to document the basis of the final selection.

### **ELIGIBILITY NOTIFICATION**

- After the ERT certifies the eligibility list for the position, the specialized assignment commander will notify in writing all applicants who were interviewed by the selection board of their status as either Recommended (candidate) or Not Recommended.
- Applicants who are not recommended will be informed that they may contact the specialized assignment commander to arrange a meeting. The purpose of this meeting will be to discuss and identify actions that may be taken by the applicant to increase his or her eligibility in any future selection processes.

### **ELIGIBILITY LISTS**

- Maintained by the ERT.
- Become effective on the date they are established by the ERT.
- Remain open for one year unless exhausted. Extensions must be approved by the ATSB Commander.
- If there is no open eligibility list, the specialized assignment commander should request to start a selection process at least 60 days before a scheduled draft or anticipated vacancy.
- If there is an open eligibility list, the specialized assignment commander may request to establish a second list when additional openings are anticipated in excess of the number of candidates remaining on the open list, or for other reasons approved by the ERT. The prior list must be exhausted before taking candidates from the later list.

### **SELECTION**

- Specialized assignment commanders will forward the names of candidates recommended for transfer and justification for selection to the ERT.
- The transfer will be evaluated by the ERT based on knowledge, training and experience, skill and ability, physical and mental condition, balanced staffing, performance evaluation and the needs of the Department. Transfer into a specialized assignment must ultimately be approved by the ERT.
- The specialized assignment section/unit commander may notify the candidate of selection only after approval of the transfer by the ERT.
- Specialized assignment commanders should make every effort to ensure that the squad/unit assignment remains the same for members during their probationary period.

### **PAYROLL & SALARY ANALYSIS TEAM**

- Ensures that appropriate changes are made to the Department roster and Daily Assignment and Activity Report (DAAR).
- Forwards original [Forms 50](#) to the Police Personnel Section - Office of Human Resources (PPSOHR).

### **TECHNOLOGY & COMMUNICATIONS SECTION**

- Adjusts the transferred member's access to Department systems and resources, as needed.

### **POLICE PERSONNEL SECTION - OFFICE OF HUMAN RESOURCES**

- Prepares and issues a Personnel Announcement documenting the transfer.
- Prepares documents to add or delete supplemental pay, as appropriate.
- Notifies the Baltimore County Office of Budget and Finance of program and sub-organization changes.
- Places a copy of the [Form 50](#) in the transferred member's personnel folder.

### **REFERENCE**

- [Specifications for Issuance of Service Firearms.](#)

## **7-10.3.1 TRANSFERS BETWEEN SPECIALIZED ASSIGNMENTS**

### **GENERAL**

- This section applies to members transferring from one specialized assignment to another specialized assignment within the same division, section, or unit.  
**EXCEPTION:** Investigative Services Team (IST) positions.
- Such transfers may be granted by the division commander, after a request is made, if the member's current assignment and the requested assignment use the same selection process (e.g., Persons Crimes Section and Property Crimes Section, etc.).  
**NOTE:** Requests submitted by members whose chain of command does not include a division commander will be reviewed by the member's bureau commander.
- Such transfers may be requested at any time via [Form 12L](#), Intra-Department Correspondence.
- [A Form 50](#), Sworn Member Transfer Request, must be completed after a member's request is granted, with the following distribution:
  1. Original - Payroll & Salary Analysis Team.
  2. First Copy - Administrative & Technical Services Bureau.
  3. Second Copy - Technology & Communications Section.**NOTE:** Only the Administrative Transfer page of the [Form 50](#) is required to be completed for transfers within a division, section, or unit.

**NOTE:** Members' specific duties within their specialized assignments are at the discretion of their commanders.

### **SECTION/UNIT COMMANDER**

- Ensures the transferred member is outfitted with the appropriate service firearm, as directed by the bureau commanders.  
**NOTE:** Commanders will direct members to contact the Materials & Facilities Management Unit if an exchange of their service firearm is required.

### **PAYROLL & SALARY ANALYSIS TEAM**

- Ensures that appropriate changes are made to the Department roster and Daily Assignment and Activity Report (DAAR).

- Forwards original [Forms 50](#) to the Police Personnel Section - Office of Human Resources (PPSOHR).

### **TECHNOLOGY & COMMUNICATIONS SECTION**

- Adjusts the transferred member's access to Department systems and resources, as needed.

### **POLICE PERSONNEL SECTION - OFFICE OF HUMAN RESOURCES**

- Prepares documents to add or delete supplemental pay, as appropriate.
- Notifies the Baltimore County Office of Budget and Finance of program and sub-organization changes.
- Places a copy of the [Form 50](#) in the transferred member's personnel folder.

### **REFERENCE**

- [Specifications for Issuance of Service Firearms.](#)

## **7-10.4 VOLUNTEER ASSIGNMENTS**

### **GENERAL**

- Are not considered specialized assignments for the purposes of this article. Members assigned to Homicide, Aviation, and Tactical Units may not participate in volunteer assignments. Restrictions also apply to other specialized assignment members on a case-by-case basis at the discretion of the member's commander and the ATSB Commander.

## **7-10.5 APPEALS, WITHDRAWALS, AND CANCELLATIONS**

### **APPEALS**

- Disapproved transfer requests may be appealed by the member within five days of the [Form 50](#) being returned by the bureau commander.
- Appeals must be made on a [Form 12L](#), Intra-Department Correspondence, and completed in original and two copies.
- The [Form 12L](#) distribution is as follows:
  1. Original - to the Administrative & Technical Services Bureau (ATSB) Commander.
  2. First copy - to member's commander.
  3. Second copy - to appealing member.
- The member may request a meeting with his/her commander. If the appeal is not resolved, the member may request a review by the ATSB Commander who has final appeal authority.

### **WITHDRAWALS**

- Members desiring to withdraw any transfer request must submit a [Form 12L](#) through channels to the affected bureau prior to the established deadline.
- The [Form 12L](#) must be completed and include the reason for withdrawal.
- The member's commander, upon receipt of a withdrawal request for non-specialized transfer, will send the original [Form 50](#) and a copy of the [Form 12L](#) to the Operations Bureau for removal from the active transfer file.

**NOTE:** The Operations Bureau will maintain a file of all original [Forms 50](#) where the transfer request has been withdrawn by the requesting member.
- The member's commander, upon receipt of a withdrawal request for specialized transfer, will send the original [Form 12L](#) to the Employee Relations Team.
- A copy of the [Form 12L](#) will be distributed to all affected commanders.

## **CANCELLATIONS**

- Members who are placed on an eligibility list for any position within a precinct/section command will be removed from the list upon leaving that command.
  - Eligibility lists established from outside of a precinct command for an Investigative Services Team (IST) position are cancelled upon filling the vacancy in that command.
  - Eligibility lists established from within a precinct command for an IST position will remain viable for one year from the date established unless the list is exhausted.
  - Members accepting voluntary transfers:
    1. Into a non-specialized assignment will cause any outstanding transfer requests to non-specialized assignments to be cancelled. Transfer requests made to specialized assignments will remain active.
    2. Into a specialized assignment will cause all outstanding transfer requests to be cancelled.
  - Transfers will not be made if:
    1. The bureau commanders involved (with approval from the ERT) or the Chief of Police deems the exception to be in the best interest of the member, the Department, the County, or the general public.
    2. The requesting member's current assignment was the result of an involuntary disciplinary transfer.
- NOTE:** Disciplinary transfer will be for a minimum of one year.

## **7-10.6 ADMINISTRATIVE TRANSFERS**

### **ADMINISTRATIVE TRANSFERS**

- Occur for a variety of reasons including, but not limited to: personnel shortages, special departmental needs, disciplinary actions, job performance, and expertise.
- Must be done in accordance with the Law Enforcement Officer's Bill of Rights if made for disciplinary reasons.
- Must be approved by the affected bureau commander(s).

### **MEMBER'S COMMANDER**

- Makes the appropriate notification to the member involved, when an administrative transfer occurs.
  - Completes a [Form 50](#), Sworn Member Transfer Request and ensures the following distribution:
    1. Original - Payroll & Salary Analysis Team.
    2. First Copy - Administrative & Technical Services Bureau.
    3. Second Copy - Technology & Communications Section.
- NOTE:** Only the Administrative Transfer page of the [Form 50](#) is required to be completed for these transfers.
- Ensures the transferred member is outfitted with the appropriate service firearm, as directed by the bureau commanders.
- NOTE:** Commanders will direct members to contact the Materials & Facilities Management Unit if an exchange of their service firearm is required.

### **PAYROLL & SALARY ANALYSIS TEAM**

- Ensures that appropriate changes are made to the Department roster and Daily Assignment and Activity Report (DAAR).
- Forwards original [Forms 50](#) to the Police Personnel Section - Office of Human Resources (PPSOHR).

## **TECHNOLOGY & COMMUNICATIONS SECTION**

- Adjusts the transferred member's access to Department systems and resources, as needed.

## **POLICE PERSONNEL SECTION - OFFICE OF HUMAN RESOURCES**

- Prepares and issues a Personnel Announcement documenting the transfer.
- Prepares documents to add or delete supplemental pay, as appropriate.
- Notifies the Baltimore County Office of Budget and Finance of program and sub-organization changes.
- Places a copy of the [Form 50](#) in the transferred member's personnel folder.

## **REFERENCE**

- [Specifications for Issuance of Service Firearms.](#)

## **7-10.7 STABILIZATION**

### **PROBATIONARY OFFICERS**

- Upon graduation from the Training Section (TS), will remain in their original patrol assignment for the duration of their probation. They may, however, be temporarily assigned elsewhere for field training should insufficient field training officers (FTOs) be available in their intended assignment.

### **VOLUNTARY TRANSFERS**

- Persons accepting voluntary transfers to specialized assignments, including a precinct Investigative Services Team (IST), will remain there for at least one year unless poor performance or discipline requires their removal.
- Persons accepting voluntary transfers to non-specialized assignments will remain there at least one year unless they are accepted for a specialized assignment.
- Will not be honored when performance is unacceptable in the member's present command.

### **INVOLUNTARY TRANSFERS**

- Persons involuntarily transferred for reasons other than discipline or poor performance are not bound by stabilization.
- Persons involuntarily transferred for disciplinary reasons or poor performance will remain in their new assignment for at least one year.

### **PROMOTEES**

- Members promoted to the rank of corporal will not be assigned to the same precinct or unit after promotion unless approved by the Chief of Police.
- Who are assigned to specialized assignments for which they voluntarily applied will remain in their assignments for at least one year unless poor performance or discipline requires their removal.

**NOTE:** Transfers may be requested during that year but will not be allowed until the completion of at least one year in the original assignment.

- Who are assigned to non-specialized assignments or involuntarily assigned to specialized assignments will remain in those assignments for the duration of their probationary periods unless they are subsequently selected for transfer to a specialized assignment for which they applied.

**NOTE:** Transfers may be requested during the probationary period but will not be allowed until the completion of probation except in the case of transfer to a specialized assignment.

## **7-10.8 TRANSFERS FOR NON-SWORN MEMBERS**

### **TRANSFER PROCESS**

- Non-sworn personnel will be notified when transfer opportunities are available.
- When a vacancy occurs, the Employee Relations Team (ERT) will determine if there are other positions for the same classification in different assignments throughout the Department. If so, the ERT will send notice to all members of the same classification who are eligible for transfer, notifying them of the transfer opportunity, stating a contact person and phone number, and the application closing date.
- Eligible applicants are:
  1. Members who are off probation.
  2. Those who have been in their current position for at least six months.
  3. Those who were voluntarily transferred for reasons other than poor performance or discipline.
- Those who are interested must complete a [Form 49](#), Civilian Request For Transfer within the Police Department, and forward it to the commander filling the vacancy in order to be considered for the position.
- Selection for transfer voids future transfer consideration for a six-month period.

### **COMMANDER OF ASSIGNMENT WITH VACANCY**

- Formulates interview questions and forwards them to the ERT for approval.
- Interviews qualified applicants.
- Forwards all paperwork to the ERT for review and approval of the selection.
- Notifies all applicants of acceptance or non-acceptance.

## **7-11.0 PERSONNEL STATUS**

### **7-11.1 PERSONNEL INFORMATION**

#### **STATUS CHANGE REPORTING**

- Include changes of address and telephone numbers, marital status, military status, and new child.
- Must be made within 24 hours of the change or immediately upon return to duty.
- Will be made via a [Form 12L](#), Intra-Department Correspondence, forwarded to the member's commander.

**NOTE:** The [Form 12L](#) will include both old and new information/status.

#### **INFORMATION UPDATING**

- Done by every Department member annually.
- Completed via [Form 78](#), Personnel Information Form.

#### **ADMINISTRATIVE & TECHNICAL SERVICES BUREAU**

- Notifies members when [Forms 78](#) must be completed.
- Files updated [Forms 78](#) in members' personnel folders.

#### **DEPARTMENT MEMBERS**

- Complete a [Form 78](#):
  1. When directed by the ATSB.
  2. Upon transfer to a new command.

3. When personnel information (e.g., marital status, address, phone number, etc.) changes.

**NOTE:** The [Form 78](#) must be accompanied by a [Form 12L](#), Intra-Department Correspondence, for all personnel information changes.

- Return completed [Forms 78](#) to their commander.
- Should maintain a copy of their [Form 78](#) and update as changes occur.

### **COMMANDERS**

- Collect the [Forms 78](#) and review them for completeness.
- Return the [Forms 78](#) to the Administrative & Technical Services Bureau within 15 days.
- Forward [Forms 12L](#) regarding status changes to their bureau commander and to the ATSB.

## **7-11.2 OTHER EMPLOYMENT BY SWORN MEMBERS/CADETS**

### **7-11.2.1 SECONDARY EMPLOYMENT**

#### **GENERAL**

- Secondary employment is considered any work performed, or any service rendered, outside of the duties assigned by the command structure of the Department, for money or other compensation. This would include any work performed by the member as a sole proprietor, partner, consultant, or other owner/worker.
- Cadets are permitted to work secondary employment until they enter the Training Academy.

### **7-11.2.2 UNIFORMED SECONDARY EMPLOYMENT (USE)**

#### **GENERAL**

- USE is considered any work performed, or any service rendered, while in the uniform of the Department for a duly licensed business entity pursuant to the Baltimore County Code.
- Cadets are not permitted to work USE.

#### **SWORN MEMBERS**

- Must have graduated from the Training Academy and completed field training to be eligible to work USE.
- Assigned to undercover operations or deviating from the appearance standards due to a departmental assignment may not work USE.
- May only work USE for employers who have obtained a valid permit through the Baltimore County Office of Human Resources (OHR).
- Working USE must wear the uniform of the day (excluding utility uniforms), and carry a departmentally-approved radio and equipment issued for personal use (e.g., service firearm, gunbelt, handcuffs, etc.). Other departmental equipment will not be used without written permission from the member's commander.
- Must notify the precinct desk officer(s) that they are reporting for USE.
- Must obtain a departmentally-approved radio and will:
  1. Log the radio in and out at the precinct front desk.  
**EXCEPTION:** When the secondary employer provides the member with a departmentally-approved radio or the member has a personally assigned radio.
  2. Notify dispatch of the USE location when beginning a tour of duty.
  3. Notify dispatch when ending a tour of duty and return the radio immediately to the appropriate location.

- Working USE will not complete reports, statements of probable cause, or any related paperwork for "on view" incidents, unless directed by an on-duty supervisor.  
**NOTE:** If the member is directed by a supervisor to take any police action (e.g., respond to a precinct for completing a report, statement of probable cause, package evidence, prisoner transport, etc.), the member will "clock out" of secondary employment, and will be compensated by the Department under callback procedures. Any court appointments resulting from actions stated above shall be compensable.
- Only on-duty officers will transport and process prisoners.
- Will not direct traffic at entrances, exits, or on property not owned by the USE employer, without approval from the affected precinct commander or their designee.

### **PRECINCT DESK OFFICERS**

- Will maintain a USE logbook containing the following information:
  1. Officer's name, identification number, and Department assignment.
  2. Date, location of USE, and working hours.
  3. Date and time radios are taken and returned.

### **SHIFT/UNIT SUPERVISORS**

- When available, will visit USE locations in their precincts to ensure compliance with USE requirements.
- Notify the OHR of any non-compliance by USE permit holders.

### **COMMANDERS**

- Will ensure that precinct desk officer(s) maintain the USE logbook.
- Will forward written approval on a [Form 12L](#), Intra-Department Correspondence, of USE employer requests for traffic details on public streets to the OHR.
- Shall verify that a valid Baltimore County permit exists.

### **BALTIMORE COUNTY OFFICE OF HUMAN RESOURCES**

- Makes Department-wide announcements regarding positions available for USE.
- Coordinates and maintains records of the USE permit process.
- Makes recommendations to the Chief of Police regarding the approval, revocation, or suspension of USE permits.

### **CHIEF OF POLICE**

- Has the authority to approve, deny, suspend, or revoke USE permits.

## **7-11.2.3 APPLICATION PROCESS**

### **FORM 107, REQUEST FOR OTHER EMPLOYMENT, APPLICATION PROCESS**

- Applies to sworn officers of any rank and cadets who wish to engage in any other employment.
- Applies regardless of whether the other employment is temporary or on-going.
- Approved applications are valid for the duration of the other employment. Members must notify their commander in writing when the other employment ends.

### **REQUESTING MEMBERS**

- Complete a [Form 107](#), Request for Other Employment (original and two copies), and submit it to their shift/unit supervisor.
- Submit a [Form 107](#) for any change in the type of employment, employer, or duties, regardless of when initial employment approval is granted.

- May appeal a disapproved other employment request to the next highest ranking member within the assigned command, who is the final deciding authority on the appeal.

### **SHIFT/UNIT SUPERVISORS**

- Review the request for completeness.
- Note the member's use of sick leave, accident leave, work section performance, and any other pertinent information for the preceding 12 months in the comments of the [Form 107](#).
- Forward the [Form 107](#) through the chain-of-command to the member's commander.
- May verbally approve a member's sudden and/or emergency request for other employment. The other employer must be previously approved as a place of employment for Department members. Members will submit a [Form 107](#) upon returning to duty.

### **COMMANDERS**

- Indicate approval/disapproval of the request.
- Distribute the [Form 107](#) as follows:
  1. Original - forwarded to the Administrative & Technical Services Bureau (ASTB).
  2. First copy - retained in the member's command personnel file.
  3. Second copy - returned to the requesting member.
- Upon approval, notify the member that the other employment may begin.

### **ADMINISTRATIVE & TECHNICAL SERVICES BUREAU**

- Places the original [Form 107](#) in the member's personnel folder.

### **7-11.2.4 HOURS/CONDITIONS**

#### **SWORN MEMBERS/CADETS**

- Will not work a combination of other employment and tour of duty hours that exceeds 14 hours in one calendar workday.
- Will not work a combination of other employment and tour of duty hours that exceeds 64 hours in five consecutive calendar workdays.  
**EXCEPTION:** Time limitations may be extended for departmental needs, emergencies, or court appearances. Supervisors must authorize exceptions and document the facts on a [Form 12L](#), Intra-Department Correspondence, to the commanding officer of the affected member.
- Are required to notify their shift/unit supervisors when they are approaching the imposed maximum hours.
- Will provide a monthly schedule of hours to be worked in other employment in writing to their commander if requested.

### **7-11.2.5 PROHIBITIONS AND RESTRICTIONS**

#### **OTHER EMPLOYMENT PROHIBITED**

- When the requesting member has yet to graduate from the Training Academy and complete field training.
- When the requesting member's:
  1. Sick leave record or other information indicates the other employment would impair the member's ability to perform police duties.
  2. Employment impairs departmental efficiency and capabilities.
  3. Employment interferes with emergency return to duty.
  4. Requested employment involves accident reconstruction, evaluation, expert opinion, and/or testimony within the State of Maryland.

5. Requested employment involves private detective investigations or services within the State of Maryland.
- When the employment or the place it is performed would:
    1. Bring either the Department or its members into disrespect or disfavor.  
**NOTE:** The member's commander will determine these situations on a case-by-case basis with advisement from the member's division commander (or bureau commander, if there is no division commander).
    2. Involve the member in violation of Department rules and regulations.
  - When the employment would require the members to:
    1. Appear in uniform.  
**EXCEPTION:** Uniformed Secondary Employment.
    2. Avail themselves of official police records, documents, or files.
    3. Be involved in service of the civil process.
  - When the employment location is an establishment that dispenses alcohol for consumption on the premises and the duties involve any of the following:
    1. Bartending or serving alcohol.
    2. Dispensing package goods.
    3. Security/peacekeeping functions.
  - When a member is in an undercover assignment or when a duty assignment could compromise his/her safety or the safety of other members.

### **DEPARTMENT MEMBERS**

- Refer to Hours/Conditions in Section 7-11.2.4 for time restrictions.
- Engaging in employment elsewhere during an approved period of leave without pay may risk termination of the leave if the Administrative & Technical Service Bureau (ATSB) Commander did not approve the employment.
- Are not to engage in any other employment, private business, or profession during the hours which they are employed to work for the County.
- On sick leave may not work other employment during the actual hours scheduled to work for the County without permission from their commander.
- On accident/modified-duty status may not work other employment without permission from the ATSB Commander.
- Will not seek nor accept any form of employment which requires conducting any type of investigative duties or services within the State of Maryland.
- Must notify a supervisor if attending court as a result of actions taken during Secondary Employment/USE.
- May not use Department-issued equipment as part of Secondary Employment without written permission from their commander.  
**NOTE:** Service weapons may be approved for Secondary Employment, provided the employment is in Baltimore County and the carrying of the weapon is not required by the employer.  
**EXCEPTION:** Soft body armor.
- Are subject to Department rules and regulations while working all other employment and must conduct themselves according to Department standards.
- Who own or operate a tow vehicle in their other employment may not respond to a request for towing by an on-duty officer, unless:
  1. Specifically requested by the owner/operator of the vehicle.
  2. The tow vehicle is dispatched in accordance with Baltimore County Police towing procedures.
- Must not show favoritism (e.g., granting leave, rearranging shift schedules, etc.) toward another member due to his/her other employment.

- Must not show negative bias toward another member because of issues relating to either member's other employment.

### **COMMANDERS**

- Have the authority to modify, suspend, or prohibit a member's engagement in any other employment as a result of a violation of the Department's rules and regulations, or for observed and documented member performance deficiencies.

### **REFERENCES**

- Administrative Manual, Article 2 (Discipline).
- [Baltimore County Code](#).

## **7-11.3 MILITARY RESERVES/NATIONAL GUARD**

### **SWORN MEMBERS**

- Must forward a [Form 12L](#), Intra-Department Correspondence, to the Administrative & Technical Services Bureau (ATSB) Commander when they:
  1. Desire to enlist/re-enlist in the military reserves/National Guard.
  2. Possess a Military Occupational Specialty (MOS), Air Force Specialty Code (AFSC), Naval officer designator/rating or Coast Guard rating of which the ATSB is unaware.
  3. Are currently in the military reserves/National Guard and their MOS, AFSC, officer designator, or rating changes.
- Upon being activated and/or notified of deployment, must notify their precinct/section commander within 48 hours via a [Form 12L](#) and contact the Police Personnel Section - Office of Human Resources (PPSOHR) to request a military leave of absence packet.
- Must contact the Materials & Facilities Management Unit to turn in serialized property, weapon, handcuffs, badges, identification card, and soft body armor.

### **FORM 12L INFORMATION**

- Branch of military involved.
- Length of commitment considered or remaining.
- Member's MOS, AFSC, officer designator, or rating (if applicable).
- Proposed date of activation and/or deployment.

**NOTE:** A copy of any military orders will be attached to the Form 12L.

### **POLICE PERSONNEL SECTION - OFFICE OF HUMAN RESOURCES**

- Collects military reserve/National Guard information on all applicants.
- Maintains up-to-date files on each reservist/guardsman.
- Provides information and direction to members being called to active duty.
- Conducts exit interviews with members prior to deployment.
- Serves as the human resources contact for deployed members.
- Maintains e-mail contact with deployed members, if applicable.
- Updates the County's Human Resources Information System (HRIS).
- Updates the weekly Modified and Off Duty Report (MDOR).

### **COMMANDERS**

- Maintain a file of personnel in their command who are military reservists/guardsmen.
- Evaluate the impact of personnel with military obligations, to avoid leave scheduling and court summons conflicts.

- Upon notification, take appropriate action to ensure that the member is not the primary investigator on any significant investigation that would require his/her sole testimony in court. The action may include, but is not limited to:
  1. Assignment to administrative duties.
  2. Relinquishment of major cases to other personnel.
- Ensure a [Form 3](#), Request for Excused Absence from Court, is forwarded to the Court Liaison Officer, upon receiving a subpoena for the member.
- Must take possession of members' serialized property in the event that sworn members are called to active duty and the Materials & Facilities Management Unit is closed.
- Ensure that members complete all necessary training prior to being returned to sworn duties.
- Forward a copy of [Forms 12L](#) with all attachments to the PPSOHR.

### **7-11.3.1 REINSTATEMENT OF SWORN MEMBERS**

#### **MEMBERS RETURNING TO DUTY**

- Must submit a letter to the Chief of Police requesting to be returned to full duty.
- Must report to the Police Personnel Section - Office of Human Resources (PPSOHR) as directed.
- Are paired with a member of equal rank and assignment for a period of five working days upon return.
 

**NOTE:** The five working days should be designated on the journal for tracking purposes (i.e., Detail - Reintegration Field Training).
- Are paired with a Field Training Officer (FTO) to finish field training, if the member was deployed prior to the completion of field training.
- May request additional time for reintegration.

#### **MEMBERS ASSIGNED TO CONDUCT REINTEGRATION TRAINING**

- Provide their commander a [Form 12L](#), Intra-Department Correspondence, at the completion of the five day reintegration that includes:
  1. A summary of updates and training that was provided to the reintegrating member.
  2. Approval or disapproval for completion of reintegration training.
  3. Any concerns about the reintegrated member, if applicable.

#### **REINTEGRATION TRAINING CURRICULUM**

- In-service Training and firearms recertification.
 

**NOTE:** This training will be conducted by the Training Section.
- Report writing changes.
- Criminal/traffic law updates.
- Technology updates (e.g., computer, radio, vehicle, computer database, equipment, etc.).
- Assessment of driving skills.
- Officer safety updates.
- Policy and procedure updates.

**NOTE:** Additional topics may be added at the request of the member's commander.

#### **SUPERVISORS**

- Notify the commander when they believe a returning member needs additional time for reintegration.

#### **COMMANDERS**

- Serve as the Department's point of contact for deployed members under their command.

- Must contact the PPSOHR upon learning that a member is being discharged from active duty.
- Select a member to conduct the reintegration training.
- May grant additional time for member reintegration.

### **POLICE PERSONNEL SECTION - OFFICE OF HUMAN RESOURCES (PPSOHR)**

- Conducts interviews with members returning from deployment.
- Notifies the Employment Section when a member is returning.
- Updates the County's Human Resources Information System (HRIS).
- Updates the Modified and Off Duty Report (MODR).

### **EMPLOYMENT SECTION**

- Conducts an appropriate background check.
- Interviews members returning from deployment.
- Notifies the Office of Human Resources to schedule physical and psychological evaluations.
- Notifies PPSOHR upon clearance to return to duty.

## **7-12.0 MISCELLANEOUS ISSUES**

### **7-12.1 LATERAL ENTRY PROGRAM**

#### **SELECTION**

- Only Maryland Police and Corrections Training Commissions (MPCTC) certified police officers will be considered for the Lateral Entry Program.
- Candidates must successfully complete each required phase of the hiring process administered to other police applicants.
- The Administrative & Technical Services Bureau (ATSB) Commander will review all lateral entry applications and make the final selection.

#### **TRAINING**

- Candidates will receive at least four weeks of intensive training at the Training Academy.
- Training will be administered per MPCTC standards and consist of other Department-specific topics approved by the Training Section Commander.
- After completion of training, the lateral officer will be assigned to a Field Training Officer (FTO) for a minimum of four weeks.
- During the four week period, the FTO will evaluate and document the lateral officer's performance of typical police duties (e.g., prisoner handling, report writing, vehicle operation, etc.). Evaluations will be forwarded to the Training Section for review and assessment.
- After at least four weeks of observation and evaluation, and if the FTO believes that the lateral officer is able to work independently, the FTO will submit a [Form 12L](#), Intra-Department Correspondence, through the chain-of-command to their commander. If the commander endorses the [12L](#), it will be forwarded to the Patrol Division Commander for final approval.  
**NOTE:** During the final approval process, the assigned FTO will continue to work with the lateral officer and complete the required evaluation forms.
- The Patrol Division Commander will determine if additional training is necessary.
- Upon endorsement by the Patrol Division Commander, the lateral officer will then be allowed to work independently.

## **SALARY**

- Established per the Memorandum of Understanding with the Fraternal Order of Police, Lodge #4.
- May be equal to, but not greater than, the maximum salary of a police officer.

## **PENSION**

- Lateral Entry officers will have the opportunity to transfer previous service time into the Baltimore County Pension Plan, provided they were part of a participatory system.
- Any claim for service credit must be made within one year of the date of entrance into the pension system and submitted to the County Retirement Office.
- Service credit allowed for previous police employment toward retirement does not affect seniority in this Department.

## **7-12.2 VOLUNTEER/INTERN PROGRAM**

### **EMPLOYMENT SECTION**

- Administers the Department's Volunteer/Intern Program.
- Establishes policy, guidelines, and procedures for the integration of volunteer/intern services into the Department.
- Requires all potential volunteers/interns to complete a Volunteer/Intern Application, sign a Waiver of Liability Agreement, and sign a confidentiality agreement, forwarding all to the Volunteer/Intern Coordinator.
- Reviews and approves the acceptability and placement of all volunteers/interns.
- Establishes the reporting dates for approved volunteers/interns.
- Authorizes issuance of photo identification cards to approved volunteers/interns.

### **VOLUNTEERS**

- Are not sworn officers and have no powers of arrest.  
**NOTE:** Auxiliary Police members are not sworn officers but do have limited powers of arrest.
- Must wear proper attire or Department-issued uniform when performing assigned duties. Refer to the Administrative Manual, Article 1 (Conduct).

### **VOLUNTEER/INTERN COORDINATOR**

- Establishes and maintains:
  1. Specific guidelines and procedures for volunteers/interns.
  2. The volunteer/internship website.
- Identifies opportunities for volunteer/intern assignments.
- Prepares volunteer/intern assignment descriptions and screens potential volunteers/interns.
- Maintains a list of all potential volunteer/intern opportunities and a list of approved volunteers/interns.
- Reviews and processes completed Volunteer/Intern Applications.
- Resolves volunteer/intern placement problems.
- Maintains files for the Volunteer/Intern Program including applications, assignment descriptions, and time sheets.
- After interviewing a potential volunteer/intern, conducts a background check that includes:
  1. Recommendations from the Vice/Narcotics Section, Homeland Security & Criminal Intelligence Section, and Internal Affairs Section.
  2. Inquires of Motor Vehicle Administration (MVA), Criminal Justice Information Systems (CJIS), InPursuit, National Crime Information Center (NCIC), Court System, and the Sexual Offender Registry System.
  3. Neighborhood and employment checks, as needed.

4. Drug/substance screening, for only those volunteers/interns who have access to confidential information, controlled dangerous substances, or objects of value entrusted to Department care.

**EXCEPTION:** Background investigations for volunteer candidates for the Auxiliary Police Team will be conducted by the Operations Support Section.

### **COMMANDERS**

- May recruit volunteers/interns directly from the community.
- After interviewing a potential volunteer/intern, contact the Volunteer/Intern Coordinator to arrange applicant processing.
- Notify the Employment Section, via a [Form 12L](#), Intra-Department Correspondence, when:
  1. A potential volunteer/intern is deemed acceptable.
  2. Approached by individuals who wish to participate in the Volunteer/Intern Program.
  3. A new volunteer/intern is needed.
- Assign only those duties as described in the volunteer's/intern's assignment description and provide any necessary training.
- Schedule time and supervise all daily activities of volunteers/interns assigned to their units.
- Track volunteer's/intern's time, on a monthly basis, and submit a Volunteer/Intern Time Sheet to the Volunteer/Intern Coordinator at the Employment Section.
- Ensure that volunteers/interns adhere to all applicable departmental and Volunteer/Intern Program regulations.
- Require volunteers/interns to wear their photo identification cards when on duty.
- Obtain and return the photo identification cards to the Volunteer/Intern Coordinator when volunteers/interns leave the program.
- Submit a [Form 12L](#) to the Volunteer/Intern Coordinator advising that a volunteer/intern has left the program. The [Form 12L](#) should include:
  1. Starting and ending date.
  2. Duties performed.
  3. Brief job performance evaluation.
  4. Recommendation as to whether or not the volunteer/intern should be allowed to return if he/she reapplies to the Department.

### **REFERENCE**

- Administrative Manual, Article 1 (Conduct).

## **7-12.3 INQUIRIES REGARDING DEPARTMENT PERSONNEL**

### **GENERAL**

- Caution must be exercised when handling inquiries of both current and former Department members, particularly those assigned to covert operations (e.g., Vice/Narcotics, Intelligence, etc.).
- Department members must be courteous and make every effort to assist individuals making inquiries for legitimate purposes.
- Requests for employment verification and salary information must be made in writing to the Baltimore County Office of Human Resources accompanied by a signed authorization form from the member.
- If an inquiry is suspicious or questionable and the caller cannot be identified, the caller will be referred to a supervisor. In the absence of a supervisor, a message will be taken and forwarded to the member the caller inquired about.

### **NON-DEPARTMENTAL INQUIRIES**

- No Department member, without proper authority, will disclose a member's address, telephone number, duty assignment, or personal information to callers who are non-Department members, except when:
  1. The member has given their express written consent.
  2. It is necessary in the furtherance and support of the Department mission (e.g., assisting State's Attorneys, case investigation, etc.).

### **DEPARTMENTAL INQUIRIES**

- Callers must be identified as members, prior to releasing personnel information.
- Methods of verification include checking the Department roster, making a return call to the inquirer, etc.
- Once identified, the caller will be referred to the proper command or the member inquired about will be contacted to return the call.

### ***7-12.4 POLICE ASSISTANCE AND RELIEF (PAR) FUND, INC.***

#### **PAR FUND, INC.**

- Set up for Department members requiring financial assistance during times of crisis.
- Provides assistance to Department members through gifts and grants.
- Holds all applications for assistance in the strictest confidence.

#### **MEMBERS DESIRING ASSISTANCE**

- Complete the PAR Fund Request for Assistance Form available from the Operations Bureau.
- Place the form in a sealed envelope marked "CONFIDENTIAL."
- Forward the envelope directly to the Operations Bureau.

#### **OPERATIONS BUREAU COMMANDER**

- Or designee, serves as the Department liaison to the Board of Directors of the PAR Fund. May discuss the request with the member.
- May request that members appear before the Board for further discussion, at the discretion of the Board.

### ***7-12.5 PHYSICAL FITNESS PROGRAM***

#### **GENERAL**

- Participation in the Department's Physical Fitness Program is voluntary.
- The program is administered by a trained member of the Training Academy staff, identified by the Training Section Commander.

#### **CRITERIA TO PARTICIPATE**

- Sworn member.
- Must be working in full-duty capacity.

#### **MEMBERS**

- Shall prepare for the exam on their own time.
- Call the Training Section to be put on the roster for the date they wish to attend when they are:
  1. Ready to take the exam.
  2. Approved by their supervisor to attend.

- Participate in the fitness exam during their tour of duty.  
**NOTE:** Overtime pay or call-back pay will not be paid.
- May re-take the exam when they feel they are ready, if they do not pass.
- Will be issued a Fitness Award Pin upon passing the examination.
- Must pass the exam annually to maintain their fitness certification and continue wearing their pin.  
**NOTE:** Members allowing their fitness certification to expire shall discontinue wearing their pin and return it to the Training Section.

### **TRAINING SECTION**

- Administers the fitness examination.
- Offers the exam several times a year at times accommodating all three shifts.
- Publishes a list of dates when the fitness examinations will be offered.
- Determines the exercises to be completed, and the pass/fail standards.
- Publishes guidelines on the proper execution of each exercise, as well as information to help members properly train/prepare for the exam.
- Issues Fitness Award Pins to all members who pass the fitness examinations.
- Prepares and issues a Certificate of Completion for each passing member.  
**NOTE:** A copy of the certificate shall be sent to the Administrative & Technical Services Bureau for placement in the member's personnel file.
- Produces a list of all members who obtained or renewed their physical fitness certification at the end of each calendar year.
- Notifies commanders of members assigned to their commands who must return their Fitness Award Pin.

### **PHYSICAL FITNESS EXAMINATION**

- Consist of exercises and pass/fail standards deemed appropriate by the Training Section.

### **REFERENCE**

- Administrative Manual, Article 8 (Departmental Property).

## **DEPARTMENTAL PROPERTY**

### **Article 8**

#### **8-1.0 Uniforms and Equipment [rev. 05/2011]**

#### **8-2.0 Uniforms [rev. 09/2016]**

- 8-2.1 *Issued Uniform Items* [rev. 09/2016]
- 8-2.2 *Non-Issued Uniform Items* [rev. 09/2016]
- 8-2.3 *Rank Insignia* [rev. 01/1999]
  - 8-2.3.1 *Wearing of Rank Insignia* [rev. 10/2014]
- 8-2.4 *Unit Insignia and Awards* [rev. 09/2016]
- 8-2.5 *Uniform and Ribbon Replacement* [rev. 07/2000]

#### **8-3.0 Equipment [rev. prior to 1996]**

- 8-3.1 *Departmentally Issued Equipment* [rev. 12/2008]
  - 8-3.1.1 *Identification (ID) Cards* [rev. 03/2008]
- 8-3.2 *Non-Departmental Equipment* [rev. 05/2015]
- 8-3.3 *Communicable Disease Equipment* [rev. 10/2007]
  - 8-3.3.1 *Communicable Disease Equipment Kits* [rev. 07/2000]
  - 8-3.3.2 *Face Shield Protective Devices* [rev. 09/1995]
  - 8-3.3.3 *Precinct Coveralls* [rev. 09/1995]
  - 8-3.3.4 *Biohazard Containers* [rev. 04/2007]
- 8-3.4 *Personal Protective Equipment (PPE) Kits* [rev. 10/2011]
- 8-3.5 *Other Protective Equipment* [n/a]
  - 8-3.5.1 *Ballistic Protective Soft Body Armor* [rev. 01/2014]
  - 8-3.5.2 *Pepper Aerosol Restraint Spray (ARS)* [rev. 10/2011]
  - 8-3.5.3 *Reflective Safety Vests* [rev. 08/1998]
  - 8-3.5.4 *Riot Equipment* [rev. 09/2006]
- 8-3.6 *Mass Arrest Kits* [rev. 12/2015]
- 8-3.7 *Mandated On-Duty Equipment* [rev. 10/2011]
- 8-3.8 *Automated External Defibrillator (AED) Maintenance* [rev. 12/2015]

#### **8-4.0 Vehicles [rev. 09/2016]**

- 8-4.1 *Take-Home and Take-To Vehicles* [rev. 05/2009]
- 8-4.2 *Vehicle Inspections and Maintenance* [rev. 09/2016]
- 8-4.3 *Vehicle Equipment* [rev. 07/2000]
  - 8-4.3.1 *Equipment Requirements* [rev. 05/2011]
  - 8-4.3.2 *E-ZPass® Transponders* [rev. 12/2015]
- 8-4.4 *Mobile Command and Control Unit* [rev. 05/2009]
- 8-4.5 *Bicycle Patrol* [rev. 09/1995]
- 8-4.6 *Speed Measuring Devices (SMD)* [rev. 12/2015]

#### **8-5.0 Facilities [rev. 07/2000]**

- 8-5.1 *Facility Maintenance* [rev. 07/2000]
- 8-5.2 *Facility Renovations* [rev. 07/2000]
- 8-5.3 *Fire Alarm System in Cellblocks* [rev. 07/2000]

#### **8-6.0 Computer Hardware and Software [rev. 09/2000]**

- 8-6.1 *Computer Security* [rev. 10/2011]
  - 8-6.1.1 *Shared Laptop Computer Security* [rev. 10/2011]
- 8-6.2 *Computer Maintenance* [rev. 02/2010]
- 8-6.3 *Computer/Database Access Accounts* [rev. 05/2014]
  - 8-6.3.1 *METERS/NCIC Recertification* [rev. 05/2014]

- 8-6.3.2 Departmental Electronic Mail (E-Mail) Usage [rev. 01/2014]
- 8-7.0 Miscellaneous Departmental Property [rev. 11/2010]**
  - 8-7.1 *Fixed Assets Inventory* [rev. 01/1999]
  - 8-7.2 *Acquired Equipment/Property* [rev. 01/1999]
    - 8-7.2.1 Military Surplus Equipment/Property [rev. 01/1999]
    - 8-7.2.2 Seized Equipment/Property [rev. 01/1999]
    - 8-7.2.3 Donated and Loaned Equipment/Property [rev. 06/2005]
  - 8-7.3 *Supply and Material Requisitions* [rev. 07/2000]
  - 8-7.4 *Laundering of Precinct Linen* [rev. 12/2015]
- 8-8.0 Personal Property Reimbursements [rev. 05/2014]**

## **DEPARTMENTAL PROPERTY**

### **8-1.0 UNIFORMS AND EQUIPMENT**

#### **GENERAL**

- Police uniforms, vehicles, equipment, facilities, and on-duty personnel will not be used in a commercial manner, without approval of the Chief of Police (or designee).

#### **DEPARTMENT MEMBERS**

- Regardless of duty status, will wear the uniform and equipment in accordance with the rules and regulations that have been established by the Chief of Police.
- Must at all times be well groomed (e.g., clothing clean/pressed, leather/metal polished, firearms clean, etc.).
- Prior to attending an event or school in uniform, where a firearm and/or other uniform equipment is prohibited, must obtain permission from their commander.
- Wear only such uniforms, badges, insignia of rank, and equipment as prescribed in Department procedures.
- Will not allow anyone to use their badge, uniform, or Department equipment at any time.
- Will not sell, exchange, lend, borrow, or give away any part of their issued uniforms or equipment.
- Will not wear uniform or equipment items in any private performance, exhibition, or parade without permission of the Chief of Police (or designee).
- Suspended from duty are required, on the date the suspension takes effect, to turn in to their commanders all Department equipment and property issued or assigned to them. These items include, but are not limited to: firearm(s), magazines, ammunition, badges, hat shield, identification card, keys, telephone(s), pager(s), radio(s), Maryland Police and Correctional Training Commissions (MPCTC) card, Department vehicle, and any other Department equipment readily available.

#### **REFERENCE**

- Administrative Manual, Article 9 (Special Events and Details).

### **8-2.0 UNIFORMS**

#### **UNIFORMS**

- Must conform to fit, material, and workmanship standards and be made according to the specifications prescribed by the Chief of Police.
- May be repaired by any competent tailor if the repairs conform to prescribed specifications.
- Must be readily available to all sworn members, regardless of assignment, for uniformed details and other assignments.  
**EXCEPTION:** Uniforms designed for specialized units and/or assignments.
- May be made available for specialized assignments (i.e., Bicycle Patrol) with the approval of the Chief of Police.
- Will not be worn by Department members summoned to appear before a judicial officer as a defendant or witness in a criminal or traffic case or as a defendant, plaintiff, or witness in a civil case, unless the case results from a criminal or civil action arising from official police duties.
- Are divided into four categories:
  1. Class A.
  2. Class B.
  3. Class C.

4. Class D.

**CLASS A UNIFORM**

- Consists of the following items:
  1. Dress blouse.
  2. White long sleeve shirt.
  3. Black tie.
  4. Blue/gray dress trousers.
  5. Eight-point hat.
- May be worn by members representing the Department at special functions or events.

**CLASS A UNIFORM OPTIONS**

- May be modified by a bureau commander for a special event or detail.

**CLASS B UNIFORM**

- Consists of the following items:
  1. Long sleeve shirt (i.e., white for executive corps, and blue for lieutenants and below).
  2. Black tie.
  3. Dress trousers (i.e., blue/gray for sworn and blue for cadets).
  4. Eight-point hat.
- Will be worn as the regular uniform of the day by all uniformed personnel.

**CLASS B UNIFORM OPTIONS**

- May be modified by a bureau commander for a special event or detail.
- Executive corps members may wear the dress blouse as part of their uniform of the day.  
**EXCEPTION:** When wearing the short sleeve shirt in place of the long sleeve shirt.
- Between April 1 and October 31, the short sleeve shirt (i.e., white for executive corps, and blue for lieutenants and below) may be worn at the member's discretion without a tie.
- Between November 1 and March 31 the:
  1. Long sleeve shirt may be worn without a tie by members of the ranks of sergeant and below.  
**EXCEPTION:** When appearing in court or participating in a special detail as ordered by their precinct/section commander.
  2. Mock turtleneck may be worn in place of a tie by members of the rank of lieutenant and below.  
**EXCEPTION:** Mock turtlenecks will not be worn by lieutenants working shift two, or any member appearing in court.
  3. Knit-style hat may be worn in place of the eight-point hat.

**CLASS C UNIFORM**

- Consists of the following items:
  1. Blue long sleeve shirt.
  2. Black tie.
  3. Blue trousers, straight leg or cargo pockets.
  4. A Department issued baseball cap.

**CLASS C UNIFORM OPTIONS**

- May be modified by a bureau commander for a special event or detail.
- Between April 1 and October 31, the short sleeve shirt may be worn at the member's discretion without a tie.

- Between November 1 and March 31 the:
  1. Long sleeve shirt may be worn without a tie by members of the ranks of sergeant and below.  
**EXCEPTION:** When appearing in court or participating in a special detail as ordered by their precinct/section commander.
  2. Mock turtleneck may be worn in place of a tie by members of the rank of lieutenant and below.  
**EXCEPTION:** Mock turtlenecks will not be worn by lieutenants working shift two, or any member appearing in court.
  3. Knit-style hat may be worn in place of the Department-issued baseball cap.

### **CLASS D UNIFORM**

- For members of specialized units as designated by their bureau commander.
- Consists of the following items:
  1. A uniform shirt embroidered with the Department's badge and the member's name. The shirt will be long sleeve that can be neatly folded and buttoned for short summer wear.  
**NOTE:** The sleeves will be worn long between November 1 and March 31.
  2. Trousers with cargo pockets.  
**NOTE:** Trousers may be bloused when wearing boots.
  3. A Department issued baseball cap.

### **8-2.1 ISSUED UNIFORM ITEMS**

#### **SHIRTS**

- Issued for the Class A uniform in white long sleeve.
- Issued for the Class B uniform in:
  1. Both long and short sleeves.
  2. White or blue depending upon the member's rank (i.e., white for executive corps, and blue for lieutenants and below).
- Issued for the Class C uniform in both long and short sleeves in blue.
- Issued for the Class D uniform with:
  1. The Department's badge and member's name embroidered.
  2. Long sleeves that can be neatly folded and buttoned for summer wear.
- Members wearing a uniform shirt without a tie will only leave the top button unbuttoned.

#### **TROUSERS**

- Issued in one weight.
- Only the Class D trousers may be bloused when wearing boots.

#### **TIES**

- Issued in black as a clip-on.
- Only worn with long sleeve shirts.
- Must be worn by members wearing a long sleeve shirt when appearing in court or participating in a special detail as ordered by their precinct/section commander.  
**EXCEPTION:** Members wearing the Class D uniform.
- Only one tie tack may be worn with the tie.
- Will not be required when wearing the mock turtleneck.

#### **JACKETS**

- Must be buttoned or zipped, level with the third button from the top of the shirt.
- May be worn any time of the year.

## **DRESS BLOUSE**

- Will only be worn as part of the Class A uniform.  
**EXCEPTION:** Members of the executive corps wearing a long sleeve shirt and tie may wear the dress blouse as part of their Class B uniform.
- Only Honor Guard members will have the appropriate rank chevron sewn on the sleeves of the dress blouse for the ranks of officer first class, corporal, and sergeant.

## **ALL WEATHER COATS**

- Issued to members of the executive corps and worn at their discretion.
- Issued to members of the Ceremonial Honor Guard to be worn as directed.

## **EIGHT-POINT HATS**

- Issued in summer and winter styles with the appropriate shields for different ranks as prescribed by the Chief of Police.
- Worn level with the visor centered directly over the nose.
- Need not be worn while in a vehicle.
- Worn only with the Class A and the Class B uniform.
- Worn on all routine business contacts with the public and during all crowd control situations.
- Worn during special functions (e.g., funeral details, parades, etc.).
- Need not be worn during:
  1. Foot pursuit of a suspect.
  2. Emergency situations where speed and efficiency are the officer's major concerns (e.g., crime in progress, emergency medical treatment, etc.).
  3. Extremely windy weather.
  4. Vehicle stops on limited access highways or other highways where the speed limit causes wind turbulence from rapidly moving vehicles.

## **KNIT-STYLE HATS**

- May only be those issued by the Department.
- May be worn between November 1 and March 31 at the member's discretion.
- May not be worn as part of the Class A uniform.

## **BASEBALL-STYLE CAPS**

- May only be those issued by the Department.
- Worn only by members in units as authorized by the Chief of Police.
- Will not be worn when wearing the Class A or Class B uniform.
- May have one authorized insignia pin centered in the middle of the logo. This pin will be limited to rank, unit, or specialized unit.

## **BADGE**

- Displayed on the outermost garment over the left breast by uniformed members. This also applies to plainclothes personnel while acting in their official capacity at the scene of a serious crime or other police emergency where their identity should be known.

## **NAMEPLATE**

- Worn by uniformed members on the right side of the outermost garment (e.g., shirt, dress blouse, jacket, etc.) centered and even with the top seam of the right pocket.  
**EXCEPTIONS:** Garments designed with a tab for attachment of the nameplate over the right breast (e.g., Gore-Tex jacket, leather jacket, etc.).

## **COAT OF ARMS**

- Worn only on the dress blouse. The emblem will be placed on the bottom part of the collar with the emblem pointing straight down and will be centered 5/16 inch from the outer edge and 1/4 inch from the bottom of the collar.

## **SHOULDER PATCHES**

- Displayed on all shirts, jackets, coats, and sweaters.  
**EXCEPTION:** Rain jacket.
- Worn centered on each sleeve 1/2 inch below the shoulder seam. Display on non-uniform equipment is prohibited.

## **8-2.2 NON-ISSUED UNIFORM ITEMS**

### **GENERAL**

- Department members choosing to carry optional, non-issued uniform items approved for on-duty use, will purchase the items themselves.

### **LEATHER JACKET**

- The style must be approved through the Materials & Facilities Management Unit (MFMU).
- Will be worn as the outermost garment.
- One set of shoulder patches will be supplied by the MFMU to be sewn on the jacket sleeves.
- Metal rank insignia will be worn on the jacket epaulets.
- Chevrons will not be sewn on the sleeves.

### **MILITARY-STYLE SWEATERS**

- Must be military style and either navy blue or black in color. The style must be approved through the MFMU.
- May be worn as an outermost garment.
- May only be worn with long sleeve shirt, in lieu of the issued jacket.
- Worn tucked and in such a fashion that the service weapon is not covered.

### **LIGHTWEIGHT SWEATERS**

- Must be solid black or dark blue.
- Worn under the outermost jacket/coat.

### **MOCK TURTLENECKS**

- Must be solid black in color.
- Must comply with the style and specifications established and approved by the MFMU.
- May be worn under the Class B and C long sleeve blue uniform shirt. Ties will not be required when wearing the mock turtleneck shirt.
- May not be worn to court.  
**NOTE:** Unless a member is wearing the Class D uniform, ties are required for all court appearances when wearing a long sleeve shirt.
- Will be monogrammed with grey/silver BCoPD for the rank of sergeants and below and gold for lieutenants.  
**NOTE:** No other monograms or logos will be permitted.

### **TEE SHIRT/UNDERGARMENT**

- Must be white, black, or dark blue and must not extend past the uniform sleeve.  
**NOTE:** A solid white tee shirt/undergarment must be worn under the class A uniform shirt. This does not apply to a departmentally issued bullet proof vest cover.

## **SOCKS**

- Must be solid black or dark blue.
- May have white bottoms provided the white does not show.

## **GLOVES/SCARVES**

- Must be black or dark blue.
- Only worn in cold weather.

**EXCEPTION:** Medical or protective gloves worn briefly for personal protection, when appropriate (e.g., search of suspects, search of vehicles, providing first aid, etc.).

- That contain characteristics for offensive use (e.g., padded knuckles, added weight, etc.) are prohibited.

## **DRESS SHOES**

- Must be a low-cut, high-gloss upper, black in color.
- Must be round-toe, plain-tip style, without buckles, snaps, or Velcro.
- Must be free from perforations or holes in the uppers, other than arch vents.

## **WORK-STYLE SHOES**

- Must be black in color and have smooth leather uppers.
- Must be round-toe, plain-tip style, and free from writing on the outside.
- Will be a military type or design in appearance, capable of being polished, with no buckles, snaps, or Velcro.
- Must be free from perforations or holes in the uppers, other than arch vents.
- Must be maintained and highly polished at all times.
- Tennis shoes or similarly designed shoes are not acceptable.

## **BOOTS**

- Must be black in color, leather uppers with a round toe.
- Will be a tie, military-type or design in appearance, capable of being polished, with no buckles, snaps, or Velcro.
- Must be highly polished at all times.
- With a side zipper-type design are permitted when they conform to the previous requirements.
- May contain sections of nylon-type material within the leather uppers.

## **OTHER FOOTWEAR**

- Such as galoshes and rubbers must be black and of standard design.

## **8-2.3 RANK INSIGNIA**

### **CHIEF**

- Two gold stars on shirt collar and jacket/sweater shoulders.
- One 1½ inch wide gold stripe and two gold stars on dress blouse cuffs.

### **COLONELS**

- One gold spread eagle on shirt collars and jacket/sweater shoulders.
- Four ½ inch wide gold stripes on dress blouse cuffs.

### **MAJORS**

- One gold oak leaf on shirt collars and jacket/sweater shoulders.
- Three ½ inch gold stripes on dress blouse cuffs.

## **CAPTAINS**

- Two gold bars on shirt collars and jacket/sweater shoulders.
- Two ½ inch gold stripes on dress blouse cuffs.

## **LIEUTENANTS**

- One gold bar on shirt collars and jacket/sweater shoulders.
- One ½ inch gold stripe on dress blouse cuffs.

## **SERGEANTS/CORPORALS/OFFICERS FIRST CLASS**

- Silver/blue chevron insignia pins on shirt collars and outerwear epaulets.

### **8-2.3.1 WEARING OF RANK INSIGNIA**

#### **COLLAR RANK**

- Worn by officer 1st class and above.
- Located on each side of the uniform shirt collar.
- For officer first class, corporal, and sergeant, the bottom two edges will meet the hemline of the lower front collar at a 45-degree angle with the tip pointing toward the upper collar.
- For lieutenants and above, the inside edge of the insignia will be located ¾ of an inch from the inside edge of the shirt collar and centered between the top and bottom edge of the collar.

#### **SHOULDER RANK**

- Worn by officer 1st class and above.
- Located on each shoulder epaulet of the dress blouse, jacket, or all weather coat.
- For officer first class, corporal, and sergeant, will be placed in the center of the epaulet with the bottom edges 1½ inches from the shoulder seam and the tip pointing toward the shirt collar.
- For lieutenants and above will be placed in the center of the epaulet, 1½ inches from the shoulder seam.

#### **BADGES**

- Inscribed with the member's rank and are:
  1. Gold for lieutenants and above.
  2. Chrome for sergeants and below.

#### **EIGHT-POINT HATS**

- Shields, which denote the member's rank, are:
  1. Gold for lieutenants and above.
  2. Chrome for sergeant and below.
- Regal straps, which also denote the member's rank are:
  1. Gold for lieutenant and above.
  2. Chrome for sergeant and corporal.
  3. Black for officer first class, officer, and cadet.
- Visors have gold bullion for majors and above.

#### **CHEVRONS**

- Worn by corporals and sergeants.
  1. Full-size chevrons with blue background.
    - a. Displayed on winter Blauer jackets, light weight jackets, and sweaters.  
**EXCEPTIONS:** Raincoats and leather jackets.

- b. Sewn on both sleeves with the point of the chevron 6 ½ inches below the shoulder seam, using black thread.
  - 2. Half-size chevrons with black background and blue stripes with white interior borders surrounding each stripe.
    - a. Displayed on blue and white shirts, and blouse.
    - b. Sewn on both sleeves with the chevron point 5 ½ inches below the shoulder seam on short sleeve shirts and 6 inches below the shoulder seam on long sleeve shirts, using matching thread.
  - 3. Half-size chevrons with black background and blue stripes with no borders surrounding each stripe (subdued).
    - a. Displayed on K-9 and Tactical units with subdued uniforms.
    - b. Sewn on both sleeves with the chevron point 5 ½ inches below the shoulder seam on short sleeve shirts.
 

**EXCEPTION:** For K-9 and Tactical units wearing long sleeve shirts, the chevrons are to be sewn on both sleeves in a fashion that when the sleeves are rolled up, the chevrons are not visible.
  - 4. Collar rank insignia pins are displayed on the epaulet of the dress blouse and on the shirt collar. K-9 and tactical units display the insignia pin on the shirt collar.
    - Worn by Honor Guard. Displayed on the dress blouse as described above.

### **ACTING SUPERVISOR EPAULETS**

- Are red with sergeant's or lieutenant's insignia attached and will be worn when uniformed personnel are acting in a higher rank classification.
 

**EXCEPTION:** Corporals are not required to wear epaulets.
- Worn on the outermost garment for quick identification purposes.
- Will be retained by commanders for replacement purposes.
- Distributed by shift commanders as needed.
- Immediately returned to the shift commander upon completion of the shift.

## **8-2.4 UNIT INSIGNIA AND AWARDS**

### **GENERAL**

- Emblems, patches, insignia, and ribbons will not be worn or displayed on a Department uniform unless authorized by the Chief of Police.
- Due to the potential for damage to the waterproof membrane, no medals, ribbons, or pins are to be worn on the Gore-Tex jackets.

### **UNIT INSIGNIA**

- Must be approved by the Materials & Facilities Management Unit.
- Are chrome plated with the letters and numbers in a block style 3/8 inch in height.
- May be worn on issued baseball-style caps (See Section 8-2.1).
- May be worn by lieutenants and above as tie tacks and only with the winter uniform.
- For specialized units may be worn when the request:
  - 1. Reflects the member's unique assignment.
  - 2. Has been approved by the unit commander.
  - 3. Is approved by the Chief. Approval of the request must be obtained prior to wearing the insignia.

### **MEDAL OF HONOR**

- Worn on the wearer's left directly below the badge and centered on the pocket flap of the uniform shirt or dress blouse.

## **DEPARTMENT RIBBONS**

- Initially issued by the Department.  
**NOTE:** When a member receives the same award multiple times, the design of the ribbon will determine if he/she will be issued a second ribbon or a ribbon with stars added to indicate the total number of awards received.
- Rank in the following order:
  1. Silver Star.
  2. Commendation Award.  
**NOTE:** This is worn with the blue field on the wearer's right.
  3. Purple Heart.
  4. Chief's Award.
  5. Emergency Service Award.
  6. Community Policing Award.
  7. Traffic Safety Award.  
**NOTE:** This is worn with the red field on the wearer's right.
  8. Merit Award.
  9. Unit Citation.
  10. Critical Incident Award.  
**NOTE:** If more than one critical incident award is worn (i.e., ribbons issued for specific incidents occurring prior to the establishment of the current ribbon), they are to be in chronological order from first to last issued and from the wearer's left to right.
  11. Police Foundation Award.
  12. Recruitment Award.  
**NOTE:** This is worn with the blue field on the wearer's right.
  13. Officer of the Year Award.
  14. Officer of the Month Award.
  15. Auxiliary Police Award.
- Worn on the uniform shirt or dress blouse ½ inch below the top seam of the wearer's right pocket flap, centered on the flap. If more than one type of ribbon is worn, they will be worn no more than three to a line, in ranking order, from top to bottom, and from the wearer's left to right.  
**EXAMPLE:** If there are three awards, they will be worn in one row, with the highest ranking ribbon to the wearer's left. If there are four awards, the highest ranking award will be worn on the top row and three will be on the bottom row, with the lowest ranking ribbon on the wearer's right.

## **SERVICE PINS**

- Are not required to be worn.
- When worn, will be placed ½ inch above the center of the nameplate or in the center of the tie.  
**NOTE:** Executive Corps members will be issued a service wreath pin. When worn, will be centered on the outer left sleeve of the dress blouse one inch above the top gold stripe.

## **MEMORIAL RIBBON BARS**

- Must be purchased by the officer.
- Must be the ribbon bar approved by the Department.
- Will only be worn on the uniform, above all other ribbons above the badge:
  1. During National Police Memorial Month.
  2. On the anniversary dates of Baltimore County Police Officers killed in the line of duty.
  3. When the Department authorizes members to wear mourning bands on their badges; and/or
  4. As authorized by the Chief of Police.

### **SHOOTING MEDALS**

- Must be purchased by the officer.
- Are not required to be worn.
- Are based on an officer's shooting average.
- When worn on the uniform, will be worn centered on the left pocket flap above the button.
- Will be worn beneath the button, centered on the left pocket:
  1. When the Medal of Honor is worn.
  2. When worn on the dress blouse.

### **FITNESS AWARD PIN**

- Issued to members who pass the Department's Physical Fitness Examination.  
**NOTE:** Members who allow their fitness certification to expire shall discontinue wearing the pin and return it to the Training Section.
- When worn, will be centered on the wearer's right pocket, and ½ inch below the flap.

### **OTHER AWARDS**

- Ribbons presented by other police agencies to a member of this Department which have been authorized by the Chief of Police will be worn ½ inch above the badge on the uniform shirt or dress blouse.
- The Governor's Crime Prevention Award Pin may be worn only as a tie tack.

### **EMERGENCY MEDICAL TECHNICIAN (EMT) PIN**

- May only be worn by Department members who:
  1. Have successfully completed the Emergency Medical Technician Ambulance Course, as approved by the State Department of Health and Mental Hygiene.
  2. Are on the certified list maintained by the Baltimore County Office of Human Resources (OHR).
- May be worn in place of the Baltimore County Service Pin, centered ½ inch above the nameplate on the uniform shirt.
- Must be blue with a chrome background.

## ***8-2.5 UNIFORM AND RIBBON REPLACEMENT***

### **UNIFORMS**

- Members requiring uniform replacement will submit a [Form 121](#), Procurement and Maintenance Request Form, to their commander. If approved, the [Form 121](#) will be forwarded to the Materials & Facilities Management Unit (MFMU).
- Members receiving new clothing will inspect the items to ensure a proper fit.
- Uniforms that have an improper fit will be returned to the tailoring contractor by the requesting member.  
**NOTE:** It will be the responsibility of the member to ensure the correct measurements are maintained with the tailoring contractor.
- When non-issued items require replacement, members will purchase the items themselves.

## **RIBBONS**

- When ribbons require replacement, the member to whom the original award was issued must submit a [Form 12L](#), Intra-Department Correspondence, to their commander explaining the reasons for the request. If approved, the [Form 12L](#) will be forwarded to the MFMU for processing.

**NOTE:** If the member's commander determines that the originally issued ribbon was damaged through neglect or carelessness, the ribbon will not be replaced at the Department's expense. This includes damage sustained by unsuccessful attempts to cluster ribbons to one bar by welding, gluing, bending, heating, or cracking of the paint by flattening out the bar, etc.

- Members desiring a duplicate ribbon will forward a [Form 12L](#) through the proper channels to the MFMU. The [Form 12L](#) will include the officer's name, rank, assignment, type of award ribbon originally issued, date of original issuance, and the number of duplicate ribbons desired. Upon verification of the original award, the MFMU will send the requesting member a letter of authorization to hand carry to the supplier. The member will then pay the appropriate charges.

### **8-3.0 EQUIPMENT**

#### **DEPARTMENT MEMBERS**

- Are responsible for all equipment issued to them.
- Who lose any issued equipment will report the facts at once, in writing, to their commander.
- Notify their commanders when any equipment or property needs repair or replacement.
- Will not use Department equipment/property in a careless or negligent manner. Department equipment/property includes but is not limited to:
  1. Issued equipment.
  2. Departmental vehicles, including the equipment/property contained on or in such vehicles.
  3. Departmental facilities, including the equipment/property connected thereto or contained therein.
  4. All other Department equipment/property which comes into the possession of Department members.
- Who lose or damage equipment/property through their own negligence will replace the items at their own expense, as soon as possible.

#### **8-3.1 DEPARTMENTALLY ISSUED EQUIPMENT**

#### **GUNBELT AND RELATED EQUIPMENT**

- Includes a holster, handcuff case, cartridge case, belt keepers, baton holder, aerosol spray case, and radio case holder. The member's rank and assignment will determine what pieces of leather or nylon type equipment will be issued.

#### **SERVICE WEAPON**

- Will be loaded with ammunition issued by the Department.

#### **PORTABLE RADIO**

- Will be worn on the gunbelt in the case by uniformed personnel.
- Will have the lapel microphone attached to an epaulet on the outermost garment.

**NOTE:** If impractical to keep equipment in the immediate control of the officer due to operational necessity, then secure the equipment in the vehicle's trunk. If there is no trunk, conceal the radio from view.

## **BOOKS/MANUALS**

- Digest of Criminal Laws.
- Annotated Code of Maryland, Transportation Article.
- Traffic citation books:
  1. Maryland Uniform Complaint and Citation Book.
  2. Baltimore County Parking Violation Book.

## **OTHER EQUIPMENT**

- Memorandum Book.
- Whistle.
- ASP Tactical Baton.
- Handcuffs and key.
- Pepper Aerosol Restraint Spray and carrying case.
- Communicable Disease Equipment kit.
- Ballistic Protective Soft Body Armor.
- Flashlight.

## **WHITE GLOVES/MOURNING BANDS**

- Issued when required for specific occasions.

## **SPECIALIZED EQUIPMENT**

- The Materials & Facilities Management Unit will maintain the records of issued equipment/uniforms required for the specialized units of this Department (e.g., K-9, Tactical Unit, etc.).

**NOTE:** This does not include equipment purchased by the specialized unit.

## **REFERENCE**

- Field Manual, Article 12 (Use of Force/Weapon Systems).

### **8-3.1.1 IDENTIFICATION (ID) CARDS**

#### **GENERAL**

- Department members will be issued color-coded ID cards.
- ID card types:
  1. Blue cards - issued to sworn members.
  2. Yellow cards - issued to non-sworn members.
  3. White cards - issued to non-Department persons while they are in Department facilities.
- All members when on duty will carry the ID card and display it upon request.
- Members encountering a person in a departmental facility who is without a visible ID card or badge will challenge that person's authority to be in the facility. The member will obtain proper identification and an explanation of the person's presence in the facility. If necessary, the member will escort the subject to the front entrance to obtain a visitor's pass.
- If an ID card is lost or stolen, a [Form 12L](#), Intra-Department Correspondence, will be submitted to the member's commander, within 24 hours, stating the full particulars of the incident. A telex message will also be sent to all commands.

#### **NON-UNIFORMED MEMBERS**

- Must wear the ID card when inside a departmental facility.  
**EXCEPTION:** Sworn members may wear the badge instead of the ID card.
- Must display the ID card or badge in a conspicuous manner on the outermost garment.

## **VISITORS**

- Desiring to enter a Department facility will be referred to the front entrance.  
**EXCEPTION:** Police Athletic League facilities.
- Sign in a logbook, show proper identification, and state the nature of their business before being issued a visitor pass.
- Will be escorted, when possible, by a Department member.
- Passes for the Public Safety Building are numbered and maintained at the front entrance.
- Pass procedures at all other police facilities will be established by the commander responsible for the facility.

## **VISITOR PASS EXCEPTIONS**

- Members of other law enforcement agencies, who should be escorted and if not in uniform, will wear the ID card issued by their agency.
- Persons attempting to claim property stored at the Evidence Management Unit (EMU) will be referred to an EMU representative. The person on duty at the front entrance will notify the EMU that a visitor has been referred to their location. EMU personnel will escort the visitor to and from the location when necessary.
- Vending machine personnel must be acknowledged by a Department member prior to entering the facility.
- County employees having business in a police facility will show their County ID card if challenged.
- Large groups attending a function or touring a police facility will be escorted by a Department member.

## ***8-3.2 NON-DEPARTMENTAL EQUIPMENT***

### **GENERAL**

- Department members choosing to carry or possess optional non-departmental equipment which is approved for on-duty use will purchase the items themselves.
- The Strategic Planning Team will develop and update annually, a list of items (Non-departmental Equipment Guidelines) that may be carried or possessed by the officer while on duty. The list will be reviewed and approved by each bureau commander or his/her designee.
- The Materials & Facilities Management Unit (MFMU) will maintain and disseminate a Non-departmental Equipment Guideline to the Executive Corps members annually.
- Does not include firearms or holsters. Refer to Field Manual, Article 12 (Use of Force/Weapon Systems) for applicable procedures.

### **DEPARTMENT MEMBERS**

- Wishing to carry or possess non-departmental equipment will complete a [Form 145A](#), Request to Carry Non-Departmental Equipment (original and two copies), for designated items and submit it to their commanders, to be distributed as follows:
  1. Original - to the Administrative & Technical Services Bureau (ATSB).
  2. First copy - retained by the commander.
  3. Second copy - returned to the requesting member.**NOTE:** Cadets may only carry or possess equipment issued to them or for which they have received Department training, prior to participating in police-related activities.

### **REQUESTING MEMBER'S COMMANDER**

- Responsible for approval of non-departmental equipment.

- Has the authority to determine whether the item requested is approved for use through the Non-departmental Equipment Guidelines and ensures officers only carry approved equipment.
- Ensures that arrangements for necessary training are provided by the Training Section.
- Has the authority to suspend an approved request to carry or possess non-departmental equipment for reasons of misuse or other just cause. Suspension duration is at the discretion of the member's commander.
- Suspending an approved request, will complete a [Form 12L](#), Intra-Department Correspondence (original and two copies), indicating the reason for the suspension. Correspondence distribution is as follows:
  1. Original - to the ATSB.
  2. First copy - retained by commander.
  3. Second copy - returned to the requesting member.

### **TRAINING SECTION**

- Provides staff support to the Strategic Planning Team in the development of the list of approved non-departmental equipment.
- Maintains a list of equipment requiring proficiency testing and provides training to ensure the member is proficient in the use of the equipment requested to carry.
- Maintains a file on members who request and/or receive training for non-departmental equipment.
- Notifies the member's commander of the training results.

### **REFERENCE**

- Field Manual, Article 12 (Use of Force/Weapons Systems).

### ***8-3.3 COMMUNICABLE DISEASE EQUIPMENT***

#### **GENERAL**

- For procedures regarding exposure to communicable diseases, see the Administrative Manual, Article 7 (Personnel Issues).

#### **CLOTHING/EQUIPMENT DISINFECTION**

- Wear the coveralls until a change can be obtained.
  - Apply water to the contaminated areas of clothing to keep stains from forming.
  - Place contaminated clothing in plastic bags (double bagged) until they can be dry-cleaned.
  - Have contaminated clothing, except shoes, dry-cleaned. Consult the:
    1. Budget Manual if cleaning is less than \$100.00.
    2. Budget Management Section for appropriate procedures if more than \$100.00.
  - For shoes that are contaminated:
    1. Wash man-made uppers with soap and water and wipe clean with 70% isopropyl alcohol.
    2. Scrub soles with chlorine bleach solution. The solution should be one part bleach to nine parts water.
  - For contamination of other items such as firearms, leather products, cartridges, etc., contact the Safety Officer for instructions.
- NOTE:** Never apply chlorine bleach to metal equipment.
- Dispose of items used for decontamination (e.g., tissues, paper towels, and other disposable items, etc.) in the precinct biohazard container.

### **8-3.3.1 COMMUNICABLE DISEASE EQUIPMENT KITS**

#### **COMMUNICABLE DISEASE EQUIPMENT KITS**

- May be used by off-duty members when warranted.
- Will be carried by patrol officers when on duty.
- Will be carried by or available to on-duty members in plainclothes assignments, when practical.
- Will be readily accessible at all times while on duty.
- Will not be used for routine handling of prisoners, suspects, victims, etc.

#### **DEPARTMENT MEMBERS**

- Are responsible for performing their duties at all times when no unusual personal risks exist. Refusal to fulfill a responsibility or an order simply because the person involved is suspected of being or is actually infected with a communicable disease is not a valid reason for such refusal.
- Ensure their kits are complete and that all items are in proper working order.
- Notify their supervisors if their kits are incomplete.
- Place contaminated kit items in a double plastic bag until they can be properly disposed of or disinfected.
- On Stop, Walk, and Talk and other temporary foot details, should carry the resuscitator mask and a pair of surgical gloves, leaving their carry bags in the vehicle.
- On regularly assigned foot or bicycle patrol (without a vehicle), should carry the resuscitator mask and a pair of surgical gloves, leaving the carry bag with the post car working that area or in the area supervisor's car.
- In units utilizing motorcycles, will carry kit items as determined by the unit commander. The remaining items should be made available as needed.

#### **SUPERVISORS**

- In patrol assignments will inspect the kits on a monthly basis.
- In non-line units, will inspect the kits semi-annually.
- Are responsible for ensuring that members obtain needed items.
- Ensure that members do not use kit items when such use is not warranted.

#### **KIT CONTENTS**

- Disposable items:
  1. Two respirator masks.
  2. One one-way air valve for the resuscitator mask.
  3. Six plastic bags.
  4. Four pairs of surgical gloves.
  5. One pack of paper towels.
  6. One pint of 70% isopropyl alcohol.
- Non-disposable items:
  1. One pair of unventilated goggles.
  2. One pair of heavy duty nitrile gloves.
  3. One resuscitator mask.
  4. One carry bag with identification tag.

#### **USE OF KIT ITEMS**

- Respirator mask is worn to protect the mouth and nose from body fluids. It should not be worn when performing rescue breathing.
- Goggles are worn to protect the eyes from body fluids.

- Nitrile gloves are worn to protect the hands from body fluids and when thinner surgical gloves would be subject to tears or punctures (e.g., vehicle accident scenes, crime scenes involving broken glass, etc.). These gloves should be worn over a pair of the surgical gloves for added protection.
- Resuscitator mask with one-way air valve is used to perform rescue breathing.
- Plastic bags are used to hold contaminated kit items or evidence pending further disposal, disinfection, etc.
- Surgical gloves are worn when handling contaminated items that have body fluids on them.
- Paper towels and isopropyl alcohol are used to wipe body fluids from the skin prior to disinfecting the contaminated area.
- Carry bag is used to hold only the issued items and supplies for this kit.

### **DISINFECTION PROCESS**

- Should always be done while wearing surgical gloves.
- For goggles and nitrile gloves:
  1. Wash the items in warm soapy water and rinse with clear water.
  2. Immerse the gloves in 70% isopropyl alcohol for 15 minutes.
  3. Remove items and rewash with warm soapy water, rinse in clear water.
- For resuscitator masks:
  1. Place the one-way valve in a double plastic bag and dispose of it.
  2. Wash the mask in warm soapy water and rinse in clear water.
  3. Immerse the mask in a concentration of ¼ cup of chlorine bleach to one gallon of water for 15 to 30 minutes.
  4. Wash the mask again with warm soapy water and rinse in clear water.
  5. Hand dry the mask and replace the air valve.
- For the carry bag:
  1. Wipe the excess contamination from the outside of the bag with paper towels and wash with warm, soapy water.
  2. Place the carry bag in a double plastic bag until it can be washed.
  3. Wash the bag in a washing machine using standard laundry detergent and one cup of a disinfectant (e.g., Lysol, etc.). The temperature of the water should be as hot as possible.
  4. Air dry prior to use.

### **REPLACEMENT OF KIT ITEMS**

- Isopropyl alcohol will be replaced when it has reached the expiration date printed on the label.
  - Disposable items will be replaced from local stock or through the Materials & Facilities Management Unit (MFMU).
  - Non-disposable items must be decontaminated prior to replacement.
  - Members requesting replacement of non-disposable items will initiate a [Form 121](#) containing sufficient justification.
  - Approved [Forms 121](#) and decontaminated equipment will be delivered to the MFMU for immediate replacement.
- NOTE:** Non-disposable items must be returned to the MFMU prior to replacement.
- For items which are damaged or lost due to misuse or neglect, a copy of the [Form 121](#) will be sent to the member's commander for appropriate action (e.g., reimbursement, disciplinary action, etc.).

### **8-3.3.2 FACE SHIELD PROTECTIVE DEVICES**

#### **FACE SHIELDS**

- Are maintained at each precinct and traffic unit. Replacements may be obtained through the Materials & Facilities Management Unit (MFMU).
- Are designed to protect the wearer from being splashed with body fluids that may transmit a communicable disease.
- Contaminated with body fluids that may be infected with a communicable disease will be disposed of using techniques recommended for hazardous waste materials.

#### **DEPARTMENT MEMBERS**

- May use the face shields at their discretion.
- Should use this equipment in conjunction with other equipment supplied in the communicable disease kit, as it does not totally enclose the face area.

### **8-3.3.3 PRECINCT COVERALLS**

#### **PRECINCT COVERALLS**

- Used by Department members whose clothing becomes contaminated with body fluids.
- Stocked at each precinct, with one pair in each of the following sizes: 38, 42, 46, and 52 (regular). Precinct commanders may add additional sizes through the monthly supply order, if necessary, and are responsible for ordering replacements when initial issue coveralls wear or become unserviceable.
- Stored in a location that is accessible 24 hours per day.
- Should be cleaned at a local dry cleaner. See Section 8-3.3 for procedures relating to payment for dry cleaning.

### **8-3.3.4 BIOHAZARD CONTAINERS**

#### **BIOHAZARD CONTAINERS**

- Are used for the disposal of hazardous items contaminated by body fluids (e.g., gloves, etc.).  
**NOTE:** Needles must be disposed of by placing them in the precinct clear plastic puncture-resistant sharps tube labeled "Biohazard".
- When the container is full:
  1. The precinct is to call the contracted waste removal company for pickup.
  2. The contracted waste removal company will provide replacement container bags at the time of pickup.
- Invoices from the contracted waste removal company will be copied for the precinct file and the original will be sent to the Evidence Management Unit.

#### **REFERENCE**

- Field Manual, Article 7 (Evidence).

### **8-3.4 PERSONAL PROTECTIVE EQUIPMENT (PPE) KITS**

#### **DEPARTMENT MEMBERS**

- Will carry their PPE kits while on duty.  
**EXCEPTION:** Officers working in an undercover capacity.
- Will ensure that the PPE kit is complete and all items are in proper working order.
- Will clean and/or decontaminate PPE kit items when required.

- Will have received the proper training in the use of the kit contents prior to a PPE kit being issued.

### **SUPERVISORS**

- In patrol assignments will inspect kits monthly.
- In non-line units will inspect kits semi-annually.
- Will ensure that needed items are replaced.
- Will ensure that Department members wear PPE kit items properly and only when needed.

### **KIT CONTENTS**

- One Full-Face Air-Purifying Respirator (OSHA/NIOSH approved).
- One MSA Cartridge.
- One plastic or cloth bag (respirator protector).
- One pair coveralls (Tyvek Suit).
- One pair gloves.
- One pair booties.
- One roll duct tape.
- One identification tag.

**NOTE:** Specialized units may have different contents.

### **RESPIRATORS**

- Members must be medically cleared and fit-tested before using a respirator.
- Will not protect an individual in an oxygen deficient environment (e.g., burning building, confined space, etc.).
- Can be used in the following situations:
  1. Weapons of Mass Destruction (WMD): chemical, biological, radiological, nuclear, and explosive (CBRNE) response.
  2. Exposure to Pepper Aerosol Restraint Spray (ARS).
  3. Deployment of a riot control agent (i.e., tear gas).
  4. Presence of blood/air-borne pathogens.
  5. Presence of a decomposing body.

### **PROCEDURES**

- Members shall ensure that they are familiar with the operation of all of the equipment in the PPE kit.
- Members must attach the cartridge to the mask and keep the cartridge and the Tyvek Suit in the sealed bag until needed.
- Members can obtain replacement items from the Materials & Facilities Management Unit.

## ***8-3.5 OTHER PROTECTIVE EQUIPMENT***

### **8-3.5.1 BALLISTIC PROTECTIVE SOFT BODY ARMOR**

#### **DEPARTMENT MEMBERS**

- Are strongly encouraged to wear soft body armor while on duty to enhance officer safety.
- Must have their soft body armor available during their tour of duty regardless of assignment.
- Who are on duty in uniform are required to wear soft body armor while engaged in patrol functions or other regular field operations.

#### **EXCEPTIONS:**

1. A physician determines that an officer has a medical condition that would preclude the wearing of soft body armor.

2. A supervisor determines that the wearing of soft body armor would be inappropriate in a given set of circumstances.
  3. Members attending formal events where the Class A uniform is worn.  
**NOTE:** Upon returning to performing patrol functions or other field operations, the soft body armor will be worn.
- Who wear soft body armor while in uniform, shall wear the armor under the uniform shirt, unless exigent circumstances exist.  
**EXCEPTION:** Those members issued body armor designed to be worn over the uniform shirt.
  - Who are on duty but not in uniform:
    1. Are required to wear the protective soft body armor while serving arrest warrants and search and seizure warrants.
    2. May be required by a supervisor to wear soft body armor if deemed appropriate in a given set of circumstances (e.g., high risk assignments, special events, etc.).
  - Engaged in uniform secondary employment are required to wear soft body armor.
  - Whether on duty or off duty, may wear soft body armor anytime to enhance their personal safety.
  - Must inspect their soft body armor annually for fraying, panel separation, and expiration.
  - Must contact the Quartermaster, four months prior to the soft body armors' expiration date, to be measured for the purpose of replacement.

### **SUPERVISORS**

- Must inspect their subordinate's soft body armor annually for fraying, panel separation and expiration.

### **COMMANDERS**

- May require that the soft body armor be worn for unusually hazardous duty.

### **CARE AND REPLACEMENT**

- The armor panel will be laundered in accordance with the directions provided by the manufacturer and displayed on the panel. Washing of the armor panel will be kept at a minimum, but consistent with personal hygiene requirements.  
**NOTE:** The washing and the drying period will not interfere with the required usage prescribed above.
- The cloth carrier garment may be washed and dried by any conventional method.
- Replacement will occur in accordance with the guidelines established by the National Institute of Justice (NIJ) and the vest manufacturer.
- Members will not leave soft body armor exposed to sunlight or other sources of ultraviolet light for extended periods of time.

### **ASSAULT ON OFFICER WITH SOFT BODY ARMOR**

- Officers struck by gunfire or some other object propelled by a great amount of force in the area protected by soft body armor will be taken to a hospital as soon as possible. Medical treatment is necessary, even if there is no visible injury or the injury seems minor.
- The officer's supervisor will ensure that medical treatment is administered and documented.

### **8-3.5.2 PEPPER AEROSOL RESTRAINT SPRAY (ARS)**

#### **DEPARTMENT MEMBERS**

- Who are issued ARS will carry it while on duty. Uniformed members will carry the device on the gunbelt in the issued holster.

- Must complete an ARS training program administered by departmental instructors and exhibit competence in the safe and proper handling, care, and use of the issued ARS prior to carrying it.
- Will have the ARS canister replaced when the canister is empty or when it is past the expiration date.
- Must bring the ARS canister requiring replacement to the Materials & Facilities Management Unit before a new canister is issued.

## **REFERENCE**

- Field Manual, Article 12 (Use of Force/Weapon Systems).

### **8-3.5.3 REFLECTIVE SAFETY VESTS**

#### **GENERAL**

- Personnel exposed to moving traffic will wear the reflective safety vest.  
**EXCEPTION:** Routine traffic stops.
- Supervisors ensure that reflective vests are kept clean and in good condition.

### **8-3.5.4 RIOT EQUIPMENT**

#### **RIOT EQUIPMENT**

- Is issued to patrol division personnel in a quantity to outfit one shift of personnel in each command.
- Is stored in a secured location that is away from heat and moisture. The storage area will be locked at all times and the key will be kept by desk personnel.
- Is issued to personnel only on the order of a shift commander or higher.
- Is inspected/inventoried monthly with results noted on the [Form 164](#), Accreditation Standards Inspection Report. Inventory will include:
  1. One case (minimum 500 rounds) of handgun ammunition.
  2. 250 rounds of 12 gauge shotgun ammunition.
  3. Sequentially numbered helmets and sticks (e.g., PC01-01, PC01-02, etc.).**NOTE:** Numbering will be plainly visible and semi-permanent.
- Surplus will be maintained by the Special Response Team (SRT) for use and for distribution to any command requiring additional equipment for special needs.

#### **AMMUNITION EXCHANGE**

- Will occur at the Range annually in the month corresponding to the precinct number (e.g., PC06 in June, PC11 in November, etc.).

#### **COMMANDERS**

- Are strictly accountable for riot equipment use when equipment has been ordered into service.
- Will contact the SRT Commander for additional equipment needs.
- Forward a report to the Operations Bureau Commander noting the reasons for any equipment issued and used.

### **8-3.6 MASS ARREST KITS**

#### **MASS ARREST KITS**

- Kept in each precinct armory.
- Inspected monthly with results documented on the [Form 164](#), Accreditation Standards Inspection Report.

## **MASS ARREST KIT CONTENTS**

- Fifty 10" x 13" uniquely numbered Mass Arrest Envelopes containing [Forms 15](#), Property Inventory, [Forms 331](#), EBooking Contingency Form (Adult), [Forms 331J](#), EBooking Contingency Form (Juvenile), [Forms 332](#), EBooking Contingency Form (Screening/Action Log), and [Forms 117R](#), Notification of Juvenile in Police Custody and Release Agreement Form, and having corresponding numbered labels for a report, picture, and flex cuff attached to the envelope. Envelopes should be pre-numbered (e.g., PC01-01, PC01-02, etc.).
- Fifty self-locking flex cuffs numbered to correspond with the numbers on the Mass Arrest Envelopes.
- At least fifteen additional flex cuffs (for larger people or for securing legs).
- Flex cuff cutters.
- Fifty 1-gallon Ziploc bags and fifty 13-gallon trash bags for securing prisoner property.
- Roll of masking tape.
- Fifty evidence tags.
- One camera.  
**NOTE:** Photographs are to be attached to paperwork and later downloaded into the EBooking system.
- Extra media card for digital cameras.
- At least two permanent markers for writing on flex cuffs.
- Small box of black ink pens to fill out arrestee paperwork.
- Stapler and extra staples.

## ***8-3.7 MANDATED ON-DUTY EQUIPMENT***

### **NON-UNIFORMED OFFICERS**

- Badge.
- Fully loaded approved service weapon.
- Handcuffs and key.
- Extra magazine and ammunition.
- Notebook and pen.
- Identification card.
- Pepper aerosol restraint spray (ARS).
- Communicable Disease Equipment kit.
- Ballistic protective soft body armor.
- Personal Protective Equipment (PPE) kits.

### **UNIFORMED OFFICERS**

- The same equipment non-uniformed officers are required to carry.
- Regulation holster.
- Expandable baton.
- Whistle.
- Flashlight.
- Traffic citation books.
- Criminal citation books.

### **EXCEPTIONS**

- For mandated on-duty equipment are only by permission of the requesting member's commander.

### **8-3.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) MAINTENANCE**

#### **GENERAL**

- Each precinct, the Public Safety Building (PSB), selected specialized units, and designated patrol vehicles that routinely patrol more remote areas of the County will be equipped with an AED.
- Entrance level training attendees will receive training and initial certification for AED use through an Emergency Care & Safety Institute approved AED training program.  
**NOTE:** To remain certified, members will complete subsequent refresher training and re-certification as determined by the approved AED training program during in-service training.
- Each AED will be stocked with two usable sets of adult electrodes (i.e., pads) and one set of pediatric electrodes at all times.

#### **SAFETY OFFICER**

- Responsible for the AED training programs (i.e., initial and re-certification).
- Maintains all departmental records regarding the use of the AEDs.
- Acts as the AED liaison between the Baltimore County Fire Department, and the Maryland Institute for Emergency Medical Services Systems (MIEMSS).
- Coordinates all service, maintenance, and issues regarding the AEDs.
- Forwards copies of all AED Incident Reports to MIEMSS.

#### **MAINTENANCE**

- Vehicles assigned an AED will have the device included on the [Form 75](#), Vehicle Condition Report.
- The AED will be visually inspected on every shift, and thoroughly inspected once a week.  
**NOTE:** Any concerns will be directed to the Safety Officer.
- Whenever the AED indicates that a service representative should be contacted, or that the battery is low, the Safety Officer will be notified.  
**NOTE:** The AED will be removed from service until a replacement can be found or the machine can be serviced.
- Used electrodes will be replaced through the Safety Officer.  
**NOTE:** Electrodes (i.e. pads) are for one time use only.

#### **TRAINING SECTION**

- Maintains all departmental records regarding members' training in use of the AEDs.

#### **COMMANDERS**

- Assign a supervisor to oversee the AED program in their command.

#### **REFERENCE**

- Field Manual, Article 1 (Investigations).

### **8-4.0 VEHICLES**

#### **GENERAL**

- Department vehicles are assigned numbers by the Materials & Facilities Management Unit (MFMU) Commander.
- The credit card issued to each vehicle will be kept in the vehicle for use to obtain products or repair services.

- Department members wishing to modify a Department vehicle will forward a [Form 12L](#), Intra-Department Correspondence, to the MFMU Commander. An in-depth description of the requested additions or changes will be provided. The MFMU Commander will notify the requesting member in writing of the request status. All such modifications will be at the expense of the requesting officer.
- Each command assigned motorcycles will maintain a logbook that allows officers to sign out and sign in motorcycles.
- Bumper stickers may not be displayed on any Department vehicle without approval of the Technical Services Division Commander. Only those bumper stickers encouraging proper social behavior and promoting public safety will be approved.  
**EXCEPTION:** Bumper stickers may be displayed on vehicles used for undercover assignments with the unit commander's approval. Parking permits/stickers for pre-approved locations (i.e., schools) may be placed on Department vehicles, except marked vehicles used for patrol.

### **MEMBERS**

- Must possess a valid driver's license of the appropriate class, with all necessary endorsements, prior to operating a Department vehicle.
- Must successfully complete training certified by the Department, prior to operating each class of vehicle in emergency response status (e.g., a member holding a class M driver's license must be properly trained in the emergency operation of a motorcycle prior to driving a motorcycle in emergency response status, etc.).

### **FORM 28, VEHICLE CONTROL SHEET**

- Completed in an original and one copy when a vehicle is added to a command, replaced with a new vehicle, or permanently transferred from one command to another.
- Forwarded to the MFMU Commander within 24 hours after receiving the vehicle or on the next working day if the period falls on a weekend/holiday.

### **REFERENCES**

- [Annotated Code of Maryland, Transportation Article.](#)
- Field Manual, Article 9 (Vehicle Operation).

### ***8-4.1 TAKE-HOME AND TAKE-TO VEHICLES***

#### **CRITERIA**

- 24-hour responsibility/or command.
- Need for immediate response or accessibility.
- Capability to be contacted via telephone, e-mail, etc.
- Capability to respond to an incident within one hour of notification.
- A demonstrated need for the vehicle (i.e., specialized equipment or specialized expertise).
- The number of other take-home vehicles in the command.
- Changes must be reported to the Vehicle Committee via [Form 12L](#), Intra-Department Correspondence, by the shift/unit commander.

#### **ASSIGNMENT**

- Is to the position or unit for use by the person assigned to the position based on the above criteria.
- Must be pre-approved by the Vehicle Committee.
- For temporary situations will be:
  1. Authorized by the shift/unit commander for a period of five days or less. Longer time periods must be approved by the section/precinct commander.

- 2. Documented on a [Form 12L](#) indicating who used the vehicle, why, and the destination. The [12L](#) must be kept on file at the precinct for one year.
- Will be to all Executive Corps positions held by sworn members and does not require authorization by the Vehicle Committee.
- May be made by the Chief of Police as deemed necessary.

### **REQUESTS**

- Are placed by completing a Form 74, Motor Vehicle Justification, and forwarded through the chain-of-command to the Materials & Facilities Management Unit Commander.
- Are reviewed and may be approved by the Vehicle Committee.

### **VEHICLE OPERATORS**

- Must be armed with authorized weapon(s) and have appropriate police identification.  
**EXCEPTION:** Non-sworn operators will not carry a weapon.
- Will monitor the appropriate police radio frequency.
- Must be prepared to respond directly to the scene. They should anticipate the need to make alternative transportation arrangements for passengers.
- Will have suitable clothing and equipment available to facilitate an immediate response.
- Must return keys to their commander if they are on extended leave or unable to be contacted.
- Will not use departmental vehicles:
  1. In a manner that will cause unfavorable comment or reflect discredit on the member or the Department.
  2. To transport animals except in unusual circumstances.
  3. In conjunction with a secondary employment function. Driving to and from a secondary employment location is permissible.
  4. To carry large or heavy loads or objects that protrude from the trunk or window, except as required for departmental business.
  5. To tow any non-departmental vehicle, trailer, or item.

### **TAKE-TO VEHICLES**

- Are parked at a pre-approved government facility when not being used for travel to and from the member's assignment or for official police duties.
- Will not be used for any personal business.  
**EXCEPTION:** Uniformed secondary employment, with approval of the Vehicle Committee.

### **VEHICLE COMMITTEE MEMBERS**

- Administrative & Technical Services Bureau Commander.
- Community Resources Bureau Commander.
- Operations Bureau Commander.

## ***8-4.2 VEHICLE INSPECTIONS AND MAINTENANCE***

### **FORM 75, VEHICLE CONDITION REPORT**

- Maintained for all departmental vehicles each week.  
**EXCEPTION:** Executive Corps take-home vehicles.
- Completed at the start of a member's tour of duty or when a vehicle is used.
- Maintained in file for one year and then destroyed.

## **INSPECTIONS**

- Departmental vehicles will be thoroughly inspected once a week by supervisory personnel designated by the precinct/section commander. A report will be submitted weekly to the commander indicating the results of the inspections.
- Departmental take-home vehicles will be thoroughly inspected once a month by supervisory personnel designated by the precinct/section commander. A monthly report will be submitted to the commander indicating the results of the inspections.  
**EXCEPTION:** Executive Corps take-home vehicles.
- Vehicles will be inspected for cleanliness, condition, and equipment status.
- Operators will thoroughly inspect the assigned vehicle at the beginning of their tour of duty, prior to placing the vehicle in service. This inspection will include a search of the vehicle interior for contraband, weapons, or unauthorized equipment hidden under the front and rear seats. Items found during this inspection will be documented using established procedures. Missing equipment will be documented on the [Form 75](#) and immediately reported to the operator's supervisor. The supervisor will then take appropriate action.
- Damage, defects, or missing equipment reported after the vehicle has been inspected and placed in service will be construed to have occurred during the tour of duty of the reporting member.
- Operators will ensure that the engine oil level of the vehicle is checked during each inspection.
- Operators will comply with regulations regarding oil changes, lubrication, and maintenance issues.

## **CONTENTS OF VEHICLE INSPECTION REPORTS**

- Current vehicle mileage.
- Service due mileage.
- Vehicle equipment status (i.e., missing or broken equipment).
- Vehicle damage and defects.
- Pending vehicle service/repair requests.

**NOTE:** Commanders may identify additional items to be documented on vehicle inspection reports.

## **VEHICLE DAMAGE/DEFECTS**

- Vehicle damage and defects must be reported immediately to a supervisor and to the Vehicle Operations and Maintenance (VOM) Shop.
- If damage/defects (e.g., bumpers, fenders, glass, etc.) do not affect the efficient and safe operation of the vehicle, the vehicle will remain in service until called for repair by the supervisor of the VOM Shop.
- If reported damage/defects are such that further operation of the vehicle might cause greater damage or would be unsafe, the vehicle will not be driven. The VOM Shop may be contacted through the 9-1-1 Police Liaison to determine the severity of damage/defects.
- If the inoperable vehicle is:
  1. On a Department facility parking lot and can be safely secured, the VOM Shop will be notified as soon as possible.
  2. Not on a Department facility parking lot, the VOM Shop will be contacted immediately. If the VOM Shop is not open, the on-call VOM personnel will be contacted through the 9-1-1 Police Liaison.

**NOTE:** When contacting the VOM Shop or 9-1-1 Police Liaison, a descriptive location of the vehicle and an explanation of the damage/defect will be provided. A request can be made to the 9-1-1 Police Liaison to have the tow truck operator switch to a specific police channel so that the requesting member can communicate with them directly.

- The Materials & Facilities Management Unit Fleet Manager will be contacted for any problems associated with the servicing of vehicles by the VOM.

#### **FORM 89, REQUEST FOR AUTOMOTIVE SERVICE**

- Completed when maintenance is required on a Department vehicle.
- Completed by the requesting officer and approved by a supervisor.
- Distributed as follows:
  1. Original - to the VOM Shop.
  2. Copy - retained for 90 days by the precinct/section requesting repairs.

#### **FORM 239, SPEEDOMETER CERTIFICATION**

- Utilized to document vehicle speedometer calibration for court purposes.
- Issued to all departmental vehicles used for traffic enforcement.
- Completed by a certified speed measuring device operator.
- Consists of two varied speed checks (e.g., 15 and 40 miles per hour, etc.).
- The original [Form 239](#) will be filed in the precinct/section where the vehicle is assigned and a copy kept in the vehicle.

**NOTE:** The copy may be removed from the vehicle when required for court purposes and returned immediately after court.

- Retained for a period of three years and then destroyed.
- Completed every six months, and when:
  1. A new vehicle is placed into service.
  2. A vehicle is transferred from another command.
  3. The transmission, speedometer, or differential is repaired or replaced.
  4. Tire changes result in different size tires being placed on the vehicle.
  5. Requested by supervisors or patrol car operators who believe the speedometer to be inaccurate.

#### **COMMANDERS**

- Ensure that all vehicles are maintained in good operating condition and serviced when required.

### **8-4.3 VEHICLE EQUIPMENT**

#### **GENERAL**

- Standard equipment of vehicles, as listed on the [Form 75](#), Vehicle Condition Report, will not be changed, interchanged, altered, or removed from vehicles without obtaining written approval of the Materials & Facilities Management Unit (MFMU) Commander.
- Minimum standard equipment will be mandatory in all vehicles based upon their use and assignment.
- Additional optional equipment may be carried in the vehicles upon approval by the unit/precinct commander. Optional equipment must be accounted for and noted on the [Form 75](#).
- All equipment listed on the [Form 75](#) will be removed from the vehicle when the vehicle is left for repairs at any facility and the operator does not remain with the vehicle.
- Before a vehicle is taken for work at a non-County repair shop, the vehicle must be taken to the Electronic Services Unit to have appropriate equipment removed.

### **8-4.3.1 EQUIPMENT REQUIREMENTS**

#### **MARKED & UNMARKED VEHICLES**

- Patrol vehicles include:
  1. Accident template.
  2. County map.
  3. Fingerprint kit.
  4. Fire extinguisher.
  5. First aid kit.  
**NOTE:** The Safety Officer will approve all items and maintain a list of the required contents.
  6. Flares.
  7. Metal report folder.
  8. Rope (50 foot).
  9. Four traffic cones.
- Supervisor vehicles include: All equipment required for a patrol vehicle and additionally:
  1. Camera.
  2. Crime scene tape.
  3. Hazardous materials manual.
  4. Two boxes of service ammunition.
- Traffic/Crash Team, DWI Task Force vehicles include: All equipment required for a patrol vehicle except the fingerprint kit and additionally:
  1. Camera.
  2. Measuring tape.
  3. Measuring Wheel (e.g., Rolatape, etc.).
  4. Yardstick.

#### **PRISONER TRANSPORT WAGON**

- Include:
  1. County map.
  2. First aid kit.  
**NOTE:** The Safety Officer will approve all items and maintain a list of the required contents.
  3. Flares.

#### **K-9 VEHICLES**

- Include:
  1. County map.
  2. Fire extinguisher.
  3. First aid kit.  
**NOTE:** The Safety Officer will approve all items and maintain a list of the required contents.
  4. Flares.
  5. Metal report folder.
  6. Riot helmet.

#### **MOTORCYCLES**

- No assigned equipment requirement.

#### **NON-DESCRIPT VEHICLES (UNDERCOVER)**

- No assigned equipment requirement.

## **NON-DESCRIPT AND ALL OTHER VEHICLES**

- Include:
  1. County map.
  2. Fire extinguisher.
  3. First aid kit.  
**NOTE:** The Safety Officer will approve all items and maintain a list of the required contents.
  4. Flares.

### **8-4.3.2 E-ZPASS® TRANSPONDERS**

#### **GENERAL**

- The E-ZPass® transponders' non-revenue status is recognized for in-state travel only.
- Out-of-state toll charges for E-ZPass® transponder equipped vehicles will be applied to a separate County purchasing card. This will prevent toll violations from other toll agencies.

#### **TRANSPONDERS**

- Assigned to vehicles by their license number, make, model, and year.
- Labeled with the assigned vehicle's unit number.  
**NOTE:** When a unit number is transferred between vehicles the:
  1. Transponder will be placed into the newly assigned vehicle.
  2. Materials & Facilities Management Unit (MFMU) Fleet Manager will update the vehicle information associated with the transponder.
- Mounted on the windshield glass in front of the rear view mirror using the supplied Velcro type adhesive strips, in most cases.
- May not be interchanged among County vehicles.  
**NOTE:** Any such action will be considered a violation by the Maryland Transportation Authority (MDTA) and may not be credited to the Department's account.
- Listed on the [Form 75](#), Vehicle Condition Report, as a piece of equipment.
- Removed from the assigned vehicle and stored, prior to any routine shop appointments, appraisals, body shop repairs, etc.

#### **MEMBERS**

- Ensure E-ZPass® transponders are present during their daily vehicle inspections.
- Shall stop and pay appropriate toll(s) and obtain a receipt, when operating a vehicle not equipped with a transponder or outside of Maryland.
- Are subject to progressive discipline for speeding violations involving transponders issued to the Department.
- Notify the MFMU immediately if an E-ZPass® transponder is lost or stolen, and complete:
  1. An Incident Report using the appropriate offense code(s).
  2. A telex message having the transponder placed into the National Crime Information Center (NCIC) system.  
**NOTE:** Until the MDTA is notified of such a loss, any unauthorized trips taken with the E-ZPass® transponder may be charged to the Department at the standard toll rate.
- Notify the MFMU Fleet Manager if an E-ZPass® transponder malfunctions.
- Will not place identifying markings onto the transponders using permanent markers or similar types of marking instruments.

#### **MATERIALS & FACILITIES MANAGEMENT UNIT FLEET MANAGER**

- Coordinates the Department's use of the E-ZPass® program.
- Reviews the monthly statement provided by the MDTA of all individual vehicle transactions.
- Monitors the specific use of the E-ZPass® transponders for internal control purposes.

## **8-4.4 MOBILE COMMAND AND CONTROL UNIT**

### **MOBILE COMMAND AND CONTROL UNIT**

- Utilized for:
  1. Any event (e.g., parades, demonstrations, etc.) occurring in Baltimore County.
  2. Response to a scene where police presence and command involvement could continue for prolonged periods of time (e.g., disasters, major crime scenes, etc.).
- Activated for emergency responses by contacting the 9-1-1 Police Liaison or the Operations Support Section (OSS) Commander.
- Reserved for non-emergency use by contacting the OSS Commander via telephone, followed by a [Form 12L](#), Intra-Department Correspondence, explaining the reason for request.
- Contains the following equipment: four computer stations with Internet and intranet connections, four cellular phones, fax machine/copier, video camera mounted on a 25' mast, weather station, geographic information system mapping, color television with DirecTV® service, NIMS forms, low band radios with Maryland State Police (MSP) and State Highway channels, VHF marine radio, conference room table, and dry erase boards.
- Will not be operated by any person who has not been properly trained unless otherwise instructed by the OSS Commander or designee.
- Designated driver/custodian is responsible for:
  1. Cleanliness and maintenance of the vehicle.
  2. Access to the vehicle.
  3. Vehicle logs and equipment.

### **OSS COMMANDER**

- Maintains a calendar to record reservation information.
- Maintains a list of officers who have been trained in the operation of the Mobile Command and Control Unit and its assigned equipment.
- Provides the 9-1-1 Police Liaison with a list of drivers/custodians who will be available for 24-hour response.

## **8-4.5 BICYCLE PATROL**

### **BICYCLE OFFICERS**

- Engaged in bicycle patrol will be assigned special equipment and uniforms. All safety equipment and appropriate uniforms must be utilized when engaged in bicycle patrol. Special uniforms may only be worn when performing bicycle patrol duties.
- Maintain their bicycles in good working order.
- Inspect their bicycles at the beginning of their tour of duty.
- Notify the supervisor on duty of defective, damaged, or missing equipment. Bicycles with defective equipment that may affect their safe operation will not be used on patrol until properly repaired.
- Will not use personally owned bicycles on bicycle patrol.
- May use personally owned equipment and accessories after approval by the bicycle officer's commander.

### **BIKE MASTERS**

- Are appointed by precinct/unit commanders utilizing bicycles.
- Should possess an adequate knowledge of bicycles.
- Consult the Department's Budget Manual or bureau budget coordinator for proper procedures when maintenance or repair is required.
- Ensure that scheduled maintenance is performed on bicycles.

- Act as liaison with the designated bicycle repair facility.
- Oversee major repair work on bicycles.

### **REPAIRS/MAINTENANCE/ALTERATIONS**

- Must be performed in accordance with the Purchasing Law.
- Minor repair and maintenance of bicycles may be performed by officers possessing requisite skills at their assignment.
- Major repair work will be performed at a designated repair facility.
- Each bicycle will receive a yearly "overhaul" by the repair facility.
- Alterations to bicycle and equipment is prohibited, except when the precinct/unit commander feels that the alteration would enhance safety or benefit the performance of the patrol functions.

**NOTE:** Consult the Budget Manual or budget coordinator for details.

### **REFERENCE**

- [Budget Manual](#).

## **8-4.6 SPEED MEASURING DEVICES (SMD)**

### **SPEED MEASURING DEVICES (SMD)**

- Purchased, loaned, or donated to the Department will be sent to the Materials & Facilities Management Unit (MFMU) for placement on the Fixed Assets Inventory.
- Assigned and distributed by the Traffic Management Unit at the direction of the Operations Bureau.
- Will not be reassigned to another vehicle without the approval of the precinct/section commander.

### **MEMBERS**

- Account for all components during their daily vehicle inspections when operating vehicles equipped with SMDs.
- Keep the tuning forks for radar units in the glove compartment of the assigned vehicles.
- Notify their supervisor and the SMD coordinator upon identifying any SMD needing repair or missing equipment.

**NOTE:** This will be detailed on the back of the [Form 75](#), Vehicle Condition Report.

### **SUPERVISORS**

- Ensure SMDs are inspected during their weekly vehicle inspection.
- Immediately remove from service any non-functioning SMDs and all components, and report any problems, missing equipment, or discrepancies to the SMD coordinator.

### **COMMANDERS**

- Designate an SMD coordinator if SMDs are assigned to their command.
- Ensure the SMD coordinator notifies the MFMU whenever a SMD or corresponding equipment is transferred, replaced, or disposed.

### **SMD COORDINATOR**

- Maintains records for assigned SMDs to include serial number, make, model, asset number, received date, recertification date, vehicle assignment, and corresponding serialized components.
- Notifies the MFMU of any approved SMD reassignment.
- Schedules appointments at Baltimore Count Electronic Services (BCES) for annual recertification and/or any necessary repairs of SMDs.

- Maintains a copy of the BCES certification, and ensures that all records are available for court as needed.
- Conducts semi-annual inspections of all SMDs to ensure they are in good condition, functional, and to account for all components.
- Reports to the commander any discrepancies, lost equipment, damage, or problems that occur with any SMD.
- Maintains and updates a list of all certified SMD operators assigned to the command.

### **MATERIALS & FACILITIES MANAGEMENT UNIT (MFMU)**

- Obtains fixed asset tag and any other needed tags per stated conditions, if purchased with grant funds.

### **TRAFFIC MANAGEMENT UNIT**

- Maintains a list of all SMDs and where they are assigned.

### **REFERENCE**

- Field Manual, Article 2 (Traffic Procedures).

## ***8-5.0 FACILITIES***

### **EMERGENCY GENERATORS**

- The commander of a facility where an emergency generator is maintained for back-up use will ensure that:
  1. The generator's battery is checked once each week for proper water level and clean terminals.
  2. The generator is operated for a period of 30 continuous minutes each week under simulated conditions of a power outage.
  3. Appropriate personnel are trained in the operation and preventive maintenance of these generators.
  4. A log is maintained containing the following columns, left to right: Date Inspected, Time Run, and Officer's Name and Identification Number.

### **BUILDING SPACE REQUESTS**

- Commanders needing additional space will document justification on a [Form 12L](#), Intra-Department Correspondence, and forward it, through channels, to the Technical Services Division (TSD) Commander.
- The TSD will evaluate the requesting commander's existing space and determine, based upon County space standards, the actual amount of space needed. A survey of all departmental facilities will be made to determine if adequate space is available. If additional space is unavailable, the TSD will formally request space through the County Space Committee. When adequate space is found and meets the Department's approval, the TSD will notify the requesting commander.
- The TSD will assist the requesting commander in making arrangements for:
  1. Moving furniture and equipment.
  2. Requesting funds for improvements to the new space.
  3. Requesting the improvements.

### **LANDSCAPING REQUESTS**

- Commanders requiring landscaping at a police facility will submit a [Form 121](#), Procurement and Maintenance Request Form, to the Materials & Facilities Management Unit (MFMU) Commander. The [Form 121](#) must indicate the number and type of trees, plants, and/or shrubs needed, and have a sketch attached which shows where they should be placed.

- The MFMU Commander will determine the validity of the request.

### **DEPARTMENTAL RADIO SYSTEM**

- All Department stations and respective records will be made available to Federal Communications Commission (FCC) representatives at any time while the station is in operation or upon reasonable request by the representative.

### **8-5.1 FACILITY MAINTENANCE**

#### **FACILITY MAINTENANCE**

- Is handled by the Materials & Facilities Management Unit (MFMU).
- Of a routine nature will be submitted on a [Form 121](#), Procurement and Maintenance Request Form, stating specifically what maintenance is needed. This form will be forwarded through the precinct/unit commander to the MFMU.
- Of an emergency nature:
  1. Involves conditions that threaten the health or welfare of police facility occupants and cannot wait to be corrected through the routine maintenance request process (e.g., loss of heat during cold spells, clogged and overflowing toilets, insect infestation, etc.).
  2. Occurring during the MFMU normal hours of operation will be directed to the MFMU via telephone.
  3. Occurring when the MFMU is closed will be directed to the 9-1-1 Communications Center.
  4. Requires a [Form 121](#) (original and one copy) indicating that an emergency notification was made, naming the person contacted, and stating the date and time of the contact. The paperwork will be submitted in the same fashion as routine requests as soon as possible after the emergency.

### **8-5.2 FACILITY RENOVATIONS**

#### **FACILITY RENOVATION REQUEST PROCESS**

- Commanders who want to alter, renovate, or expand the space that they control must request funding by submitting a Budget Request Form per the Budget Manual.
- If funds are appropriated, the requesting commander will submit a [Form 121](#), Procurement and Maintenance Request Form, to the facility commander, specifically describing the work and including diagrams. The Technical Services Division maintains a list of facility commanders.
- If approved by the facility commander, the requesting commander will forward the [Form 121](#) and diagrams to the bureau/division commander.
- If approved, the bureau/division commander will:
  1. Forward the [Form 121](#) and diagrams to Budget Management via the budget coordinator.
  2. The approved request will be forwarded to the Materials & Facilities Management Unit (MFMU).

#### **MODULAR OFFICE SYSTEMS**

- Are not to be altered, disassembled, or moved, without written approval of the commander of the MFMU.
- Alteration and relocation requests will be processed as follows:
  1. Requesting commanders must first submit a [Form 121](#) to their bureau/division commander describing the proposed change.
  2. If endorsed by the bureau/division commander, the [Form 121](#) must be forwarded to the commander of the MFMU.

3. MFMU will obtain a cost estimate and return the [Form 121](#) to the requesting command for identification of a funding source.
4. The [Form 121](#) will then be processed per normal procedures.

### **LABOR DONE BY POLICE PERSONNEL**

- Requires the approval of the MFMU who will notify the Safety and Building Maintenance supervisor to inspect the work site and materials.
- Safety and Building Maintenance supervisor:
  1. May inspect the work at any time.
  2. Notifies the MFMU in writing of their approval/disapproval of the work site, after any inspection.
  3. Will make an inspection prior to occupancy, after completion of work, and after any corrections have been made.
- If materials are supplied by police personnel and the work site is approved:
  1. The Building Maintenance supervisor will prepare a list of the type of materials needed if necessary materials are not on hand.
  2. The MFMU will notify the requesting commander, who will:
    - a. Submit either a miscellaneous supply order form if the needed item is available by contract or a [Form 121](#) if it is not available.
    - b. Obtain a work permit prior to any work being done. The work permit number will be forwarded to the MFMU.
- If labor will be supplied by police personnel and the material by the County and the work site is approved, the:
  1. Building Maintenance supervisor will submit requisitions for obtaining necessary materials.
  2. The MFMU will notify the commander to obtain a work permit, upon receipt of the appropriate documents.
- Only Building Maintenance electricians may do electrical work. Before electrical work is needed, the commander will contact the MFMU, who will in turn notify the electricians.
- If work is disapproved after completion, the Building Maintenance supervisor will determine if police personnel or Building Maintenance personnel should make the required changes.  
**NOTE:** If work must be redone, replacement materials must be purchased by police personnel through Department funds, donations, personal funds, etc.

### **LABOR DONE BY BUILDING MAINTENANCE**

- The MFMU will notify the Safety Officer to make an inspection, prior to the work being done. The Safety Officer will advise the MFMU in writing of approval/disapproval.
- If approved by the Safety Officer, the MFMU will forward all forms to the Budget Management Section for approval.
- Upon return of approved forms, the MFMU will forward the forms to Building Maintenance, who will begin work at their earliest convenience.
- Upon completion of work, the commander will forward a copy of the [Form 121](#) to the MFMU, indicating that the work is completed.

### **8-5.3 FIRE ALARM SYSTEM IN CELLBLOCKS**

#### **GENERAL**

- Should the system activate at any time other than testing, the area should be checked and 9-1-1 notified immediately if smoke or fire is detected. If no smoke is detected, notify Electronic Services.
- Commanders will make certain that facility personnel familiarize themselves with the operation of the smoke detection, intercom, and pushbutton alert systems.

- Smoke detector testing equipment may be ordered on a [Form 24](#), Supply Requisition, and picked up at the Materials & Facilities Management Unit (MFMU).

### **TESTING AND INSPECTION**

- Testing will be done in accordance to the specifications by the manufacturer.
- Documented inspection of fire equipment (i.e., extinguishers) will occur:
  1. Weekly through visual inspection.
  2. Semi-annually through testing.
- Documented inspection of automatic fire detection devices and alarm systems will occur:
  1. Daily through visual inspection, with the results and member's name and identification number recorded on the Form 91.
  2. Monthly through testing.
- Malfunctions will be documented on the Form 91. Electronic Services and the shift commander will be notified.

### **8-6.0 COMPUTER HARDWARE AND SOFTWARE**

#### **GENERAL**

- Departmental computers will be used only for departmental purposes. Commanders are responsible for ensuring appropriate use of computers assigned to their units.
- Use of departmental hardware or software off police premises will only be done with permission from the member's commander.
- Movement of non-portable computers should only be done when absolutely necessary.
- There is no expectation of privacy. All messages and transmissions are the property of Baltimore County. The Department and County reserve the right to access, maintain, and disclose all transmissions, messages, and files sent over the information system.
- The Department and County will audit, inspect, and/or monitor members' use of the internet, including all file transfers, all websites visited, and all e-mail messages as deemed appropriate.
- E-mail will not be backed-up or saved on departmental servers. The recipient or sender may save e-mail on their local workstation.
- Unauthorized interception of communications by any person is strictly prohibited.

#### **DEPARTMENT MEMBERS**

- Will acknowledge that any software which they develop in the course of their duties is the property of the Department.
- Are strictly forbidden from using software on departmental computers that has been copied in violation of the law (i.e., software held under patent, trademark, or copyright).
- Will not make unauthorized copies of proprietary software packages.
- Will contact the Office of Information Technology (OIT) when computer hardware or software malfunctions. The external case which houses the electronic components of a computer may only be removed with permission of the OIT.
- Will notify the OIT when non-portable hardware or associated software is moved to a new location.
- Will not connect or disconnect equipment from a network without permission from the OIT.
- Will not alter the configuration of any equipment connected to the network or install software on equipment without permission from the OIT.

### **8-6.1 COMPUTER SECURITY**

#### **PHYSICAL SECURITY**

- Should be a consideration when choosing a location for computer equipment.

- Necessitates that computers be equipped with a surge suppressor and safeguarded from other hazards (e.g., water, heat, etc.).
- Requires that computers, disks, and related equipment must be kept:
  1. In a clean area, free of dust and dirt.
  2. Away from food, drink, and cleaning agents.
  3. Away from magnetic devices.

### **COMMUNICATIONS SECURITY**

- Involves maintaining adequate data security in facilities that transmit data among computers over telecommunications networks.
- Among computer equipment will be evaluated on a case-by-case basis by appropriate members of the OIT.

### **PASSWORDS**

- Will be issued to users of various mainframe and minicomputer applications (e.g., MILES/METERS, NCIC, InPursuit, MVA, etc.) by the appropriate security officer and must be changed at least annually.
- Will have the following characteristics:
  1. Contain at least eight characters in length.
  2. Include at least one number (0-9).
  3. Include at least one upper case letter (A-Z).
  4. Include at least one lower case letter (a-z).
  5. Cannot contain a user identification or first or last name.
- Will be confidentially maintained by their users. If a member's password is inadvertently revealed or discovered by anyone else, the member must immediately contact the OIT to have it changed.  
**NOTE:** METERS and NCIC passwords are checked by the Mobile Projects Team.
- Require that Department members using a particular application must log off before leaving the terminal, except in special circumstances known to and approved by the OIT.
- Will be issued to the users of the On-Line Time and Attendance System (OLTA) and the Human Resources Information System (HRIS) by Payroll & Salary Analysis for entering and/or viewing daily attendance. If an individual's job responsibilities change so they no longer need OLTA and/or HRIS access, the user is to notify the Payroll & Salary Analysis Team in writing.

### **DATA BACKUP**

- Will be done regularly and systematically by users (unless backup is done automatically via the network) to ensure against loss of data.
- Frequency will depend on the nature of the data and the labor required for re-creation.
- Collections of information will be clearly labeled on the storage media and recorded in an applications log or directory listing.

### **INTERNET/INTRANET/WORLD WIDE WEB**

- Is not secure and should not be used to transmit administrative, confidential, or sensitive information.
- Use for illegal activities is strictly prohibited.
- Use for harassment, sexual harassment, or any unsolicited messages are prohibited.

### **DEPARTMENT MEMBERS**

- Granted Internet access will use it consistent with their job function.

- With Internet access who attempt to abuse security (e.g., unauthorized access, misuse of passwords, etc.) will lose their account, and may be subject to further disciplinary action up to and including termination.
- Will use access responsibly and consistent with all laws, departmental procedures, and County policies.

### **8-6.1.1 SHARED LAPTOP COMPUTER SECURITY**

#### **GENERAL**

- Shared laptop computers are portable computers that are used by multiple users.
- These computers are to be secured in a locked area (e.g., locked closet, cabinet, desk, room, etc.) when not in use.

#### **DEPARTMENT MEMBERS**

- Who share laptop computers are responsible for keeping the units and information secure.
- Are responsible for completing a [Form 320](#), Shared Laptop Usage Log, each time a shared laptop computer is used.  
**EXCEPTION:** Units such as the Intelligence Unit who utilize an alternate tracking system for the laptop computers (i.e., Intelitrack), do not need to complete the [Form 320](#).
- Utilizing laptop computers for investigative details (e.g., long-term surveillance, etc.), and transferring laptop computers between themselves during the detail, will complete the [Form 320](#) when the equipment is signed out, and signed in after its use.

#### **SUPERVISORS**

- Ensure that the [Form 320](#) is completed each time a shared laptop computer is signed out.
- Maintain a file of [Forms 320](#), at the assigned laptop computer area, for a retention period of two years.

### **8-6.2 COMPUTER MAINTENANCE**

#### **DEPARTMENT MEMBERS**

- In need of computer or database maintenance will contact the Office of Information Technology (OIT) service desk.

### **8-6.3 COMPUTER/DATABASE ACCESS ACCOUNTS**

#### **DEPARTMENT MEMBERS**

- Must obtain a Novell account and complete the On-line Computer Security Awareness training with a passing score before being granted access to Department databases and computer files.
- In need of a new Novell computer access account or personnel with an existing Novell account who need additional database access should submit their request on a [Form 12L](#), Intra-Department Correspondence, through the chain-of-command, to their commander. The 12L should include the member's:
  1. Full name (First, MI, Last, Suffix).
  2. Identification number.
  3. Location assigned (e.g., CID-Robbery, 10th floor, PSB, etc.).
  4. Documentation of the type of account being requested (e.g., InPursuit, Payroll Entry, etc.).

5. Justification for the access. If the employee is requesting access to an existing file, the requesting employee must identify in the 12L the file address to the file to which they are requesting access [i.e., Robbery Data on 'Pd\_nw1\Vol1\Apps' (H:)]. This information is available from the file tree on the computer where the file is stored.
  6. Whether the access is READ ONLY or UPDATE.
- Log-on to each database within the designated time period as required to maintain access authorization.
  - Complete and sign a [Form 313](#), Computer Database Log-in Form, at the end of each month and submit the form to their immediate supervisor.

### **VOLUNTEERS/INTERNS**

- In need of access to Department computer files and databases will submit a [12L](#) as outlined above for Department members and will forward it through the chain-of-command where they are assigned.

### **SUPERVISORS**

- Ensure that all personnel assigned to their supervision log-on to each database as required.
- Review the [Form 313](#) for completeness at the end of each month.
- Ensure that all assigned personnel complete the [Form 313](#) monthly.

### **COMMANDERS**

- Review Department member requests for computer file and/or database access and approve or deny the request based on the specific duties of the requesting personnel (i.e., a patrol officer has a legitimate need for access to InPursuit, but may not have a justifiable need for access to the payroll journal database).
- Forward all approved [12Ls](#) to the Technical Services Division.  
**EXCEPTION:** Volunteers/Interns.
- Review volunteer/intern member requests for computer file and/or database access and approve or deny the request based on the specific duties of the requesting personnel.
- Forward all approved volunteer/intern requests to the Volunteer/Intern Coordinator assigned to the Employee Relations Team.
- Maintain a file for the [Forms 313](#) for a period of one year after the month certified. The file will be purged on a monthly basis so that only the most recent 12 month forms are maintained on an ongoing basis.

### **VOLUNTEER/INTERN COORDINATOR**

- Reviews and endorses or comments on the volunteer/intern [12L](#) request for computer file or database access and forward the [12L](#) along with the endorsement or comments to the Technical Services Division.

### **TECHNICAL SERVICES DIVISION**

- Reviews and approves or denies all requests from commanders and the Volunteer/Intern Coordinator for computer file and database access.
- Initiates the registration for the On-Line Computer Security Awareness Training for all approved personnel.
- Forwards all approved requests for computer file and database access to the OIT service desk for appropriate action.

### **8-6.3.1 METERS/NCIC RECERTIFICATION**

#### **DEPARTMENT MEMBERS**

- The rank of lieutenant and below, are required to attend a basic NCIC recertification class and successfully complete the recertification test.
- Certified on the NCIC database must log on using an ORI designated computer at least once every 30 days and open the welcome envelope.  
**EXCEPTION:** Members with an inactive NCIC status.
- Who do not need NCIC access to perform their current assigned duties, may submit a [Form 12L](#), Intra-Department Correspondence, to their commander and request to have their NCIC access placed into an inactive status. When approved, the [Form 12L](#) will be sent to the NCIC Security Coordinator in the Mobile Projects Team.
- With an inactive NCIC status, must obtain reactivation status and continue to attend the bi-annual four hour NCIC recertification training.

#### **NCIC SECURITY COORDINATOR**

- Will, when requested by a member with the rank of captain and above:
  1. Deactivate their METERS/NCIC access.
  2. Send an e-mail to the Department of Public Safety and Correctional Services (DPSCS) to have their METERS/NCIC access deactivated.
  3. Send an e-mail to the Training Section to have the member removed from the NCIC recertification rotation.
- Will, upon receipt of the approved [Form 12L](#) from members with the rank of lieutenant and below:
  1. Deactivate their METERS/NCIC access.
  2. Send an e-mail to the DPSCS to have their METERS/NCIC access deactivated.**NOTE:** The members will remain in the NCIC recertification rotation.
- Retains the approved [Forms 12L](#) requesting inactive status.
- Will send reactivation requests to DPSCS for deactivated personnel, the month before they are scheduled to attend a CN1 METERS/NCIC certification, CN2 METERS/NCIC certification or any METERS/NCIC recertification class.
- Upon receipt of reactivation notification from DPSCS, will send the affected reactivated personnel an e-mail with reactivation instructions.

#### **NCIC TRAINING COORDINATOR**

- Sends the NCIC Security Coordinator a list of personnel who:
  1. Have an inactive METERS/NCIC access and need to attend a CN1 certification, CN2 basic certification, or a recertification class at least one a month in advance.
  2. Currently have METERS/NCIC access and need to attend a CN1 or CN2 basic certification class at least 10 days in advance.

### **8-6.3.2 DEPARTMENTAL ELECTRONIC MAIL (E-MAIL) USAGE**

#### **GENERAL**

- All Department members are assigned an e-mail account.

#### **DEPARTMENT MEMBERS**

- Will only use departmental e-mail accounts for official purposes.
- May only send a Department-wide message with the authorization of their supervisor.
- May only send a Department-wide message to other County agencies with the authorization of the Technical Services Division Commander.

- May only send miscellaneous messages (e.g., birth and death announcements, etc.) with the approval of the affected member. The e-mail will include the name of the authorizing supervisor.
- Will make an effort to check messages at least once a day when reporting to their primary assignment.
- Who have prior knowledge and cannot access their departmental e-mail for an extended period of time (e.g., vacation, long-term sick leave, leave of absence, etc.) should set up an automatic reply to their account.
- May be held accountable for all Police Department information relayed to them through their e-mail account.
- Should respond to all messages in a timely manner. If a response is required by a specific date or time, this information must be stated in the message.
- May check messages remotely via a web browser on any electronic device with internet access, including computers outside the Baltimore County Network. Members still have to abide by the OIT security awareness policy when accessing their e-mail remotely.

### **SUPERVISORS**

- Will approve Department-wide police e-mail messages.
- Will ensure that Department-wide e-mails are only sent for official purposes.

### ***8-7.0 MISCELLANEOUS DEPARTMENTAL PROPERTY***

#### **GENERAL**

- Members will exercise the utmost care regarding departmental property assigned to their use.
- The care and proper use of all property owned or controlled by the Department is the responsibility of the commander of the precinct/section to which such property is assigned.
- Precinct/section commanders will annually inspect equipment assigned to ensure that it is in a serviceable condition and ready for immediate use.
- Departmental property will not be discarded, sold, broken up, or otherwise disposed of, except with permission of the commander responsible for the item, subject to the approval of the Chief of Police.

#### **LOST/STOLEN/DAMAGED PROPERTY**

- The Department will replace or repair departmental property or equipment issued to a member that is lost, stolen, destroyed, or damaged. If the loss or damage resulted from neglect on the part of the member, the member may be responsible for the cost of replacement. Requests will be made by initiating a [Form 121](#), Procurement and Maintenance Request Form, and forwarding it to the Material & Facilities Management Unit (MFMU).
- When departmental equipment or property is unserviceable, damaged, or worn out, the commander responsible for it will prepare a detailed report directed to the MFMU Commander. The property will be inspected to determine if any waste or carelessness was involved.

#### **DECEASED MEMBER'S PROPERTY**

- When a Department member dies, the commander of the precinct/section to which the member was assigned at the time will ensure that all departmental property is returned to the MFMU.
- If the deceased member's property is demanded and not returned, the commander will notify the Chief of Police through proper channels.

- If the survivors of the deceased request that the officer be buried in uniform, the request will be sent to the Office of the Chief.
- The MFMU will maintain records regarding the return of all property issued.

### **8-7.1 FIXED ASSETS INVENTORY**

#### **GENERAL**

- Only equipment/property having a value greater than \$1,000 will be listed on the Fixed Assets Inventory (FAI) Form.
- Commanders will maintain the FAI Form in an up-to-date status noting changes when furniture or equipment is added, becomes unserviceable, or is transferred between commands or from one building to another within the same command by the Materials & Facilities Management Unit (MFMU).
- Changes to the FAI Form may be made by striking out entries that are no longer applicable and either printing or typing in additional entries or changes.
- Commanders will promptly forward a copy of the FAI Form to the MFMU when updates, revisions, or additions are made.

### **8-7.2 ACQUIRED EQUIPMENT/PROPERTY**

#### **ACQUIRED EQUIPMENT/PROPERTY REQUESTS**

- Include all equipment/property loaned, donated, converted, seized, or otherwise made available for departmental use other than via Baltimore County's budgetary purchase process.
- Are submitted by a precinct/section commander on a [Form 12L](#), Intra-Department Correspondence, to the MFMU Commander.
- Must contain detailed descriptions of the equipment/property requested.
- Include any unfilled budget requests forwarded to the MFMU by the Budget Management Section.
- Will be filled, when possible, by the MFMU based on Department-wide need.

#### **MATERIALS & FACILITIES MANAGEMENT UNIT**

- Stores all acquired equipment/property.
- Assigns designated items inventory control numbers and adds them to the receiving command's FAI Form.
- Tracks the assignment, location, and condition of designated equipment/property.

### **8-7.2.1 MILITARY SURPLUS EQUIPMENT/PROPERTY**

#### **GENERAL**

- The Materials & Facilities Management Unit (MFMU) will designate one Department member to be a "screener," as required by the Maryland State Police, Quartermaster Section, who is responsible for screening equipment/property at Defense Reutilization and Marketing Offices (DRMO).
- Before a screening, the screener will contact the MFMU Supervisor regarding any special equipment/property needs.
- After a screening at a DRMO, the screener will inform the MFMU Supervisor if any equipment/property was placed on hold. The screener will provide a copy of the appropriate Department of Defense form identifying the equipment/property to the MFMU Supervisor.
- The screener will only place a hold on equipment/property that the Department needs.

- Upon receiving equipment/property from a DRMO, the screener will prepare a [Form 12L](#) to the MFMU, with the following information:
  1. Type and number of the item(s) received.
  2. Value of each item received.
  3. Total value of all items.
  4. Location from which the item was received.
  5. Storage location of the item.
- The receiving precinct/section commander will prepare the [Form 16](#), Loan/Donation Record after receiving the equipment/property and forward it to the MFMU.

## **REFERENCE**

- Administrative Manual, Article 8 (Departmental Property).

### **8-7.2.2 SEIZED EQUIPMENT/PROPERTY**

#### **SEIZED EQUIPMENT/PROPERTY**

- Must be used for law enforcement purposes for two years before it can be sold. The Materials & Facilities Management Unit (MFMU) and the Budget Management Section must be notified before any sale of seized assets.

#### **MATERIALS & FACILITIES MANAGEMENT UNIT**

- Assigns an inventory control number to the item.
- Will notify the Budget Management Section when equipment/property is transferred, sold, disposed of, or by any other means removed from inventory.

#### **DISPOSAL**

- Of any seized equipment/property requires prior approval. A written request must be submitted to the MFMU by the precinct/section commander before any action can be taken. The [Form 12L](#), Intra-Department Correspondence, must describe the condition of the item, how it is to be disposed of, and the projected date of disposal.

## **REFERENCE**

- Field Manual, Article 1 (Investigations).

### **8-7.2.3 DONATED AND LOANED EQUIPMENT/PROPERTY**

#### **MEMBERS**

- Approached about a loan/donation are not authorized to accept the item.
- Will notify their commander via [Form 12L](#), Intra-Department Correspondence:
  1. Describing the item to be loaned/donated and any restrictions on its use.
  2. Describing the events leading to the donation or lending of the equipment.
  3. Stating the name, address, and telephone number of the person/organization and contact person wishing to loan/donate the item.

#### **COMMANDERS**

- May accept an item(s) for storage pending County Council approval. The donor will be made aware that acceptance is conditional on Council approval and if not accepted the item(s) may be returned or disposed of.
- Will not make use of an item until notified by the Legal Section of the item's acceptance by the Council.
- Will immediately initiate the loan/donation process upon receipt of an item for storage.

- Will request a letter from the donor to the Baltimore County Police Department stating the facts about the donation, such as the donating person/organization/business, item(s) being donated, the item's condition and value, etc.
- Will conduct a background investigation to ensure the:
  1. Utility of the items, if not readily apparent.
  2. Integrity of the lender/donor.
 

**NOTE:** The Police Foundation, Police Community Relations Councils, and government agencies are exempt from a background investigation.
- Ensure that the [Form 16](#), Loan/Donation Record, is completed and signed, reporting the findings from the background investigation and forward the original, through the chain-of-command, to the MFMU Supervisor. The letter from the donor must be attached to the [Form 16](#).
 

**EXCEPTION:** The [Form 16](#) will be forwarded to the OIT for any type of computer equipment/property or software or the Forensic Services Section Commander for any type of digital photographic equipment. The respective commander will then forward the [Form 16](#) to the Budget Management Section.
- Will, after Council acceptance, have the item(s) moved to the MFMU for safekeeping if the receiving command is not assigned use of the item.
 

**NOTE:** Notify the MFMU Supervisor to coordinate movement if the item is large or if there is a large number of items.
- Will not accept items in need of repair or requiring significant operating budget expenditures (e.g., supplies, maintenance, installation, etc.).

#### **MATERIALS & FACILITIES MANAGEMENT UNIT**

- Assigns a loan/donation number to the item.
- If needed, determines where the item will be assigned.
 

**EXCEPTION:** Computer equipment assignments will be the responsibility of the Administrative & Technical Services Bureau Commander or designee.
- Forwards the original [Form 16](#) to the Budget Management Section.
- Initiates County Fixed Assets procedures to include accepted items on the inventory if applicable.
- Notifies the originating commander of the final assignment of the item.

#### **BUDGET MANAGEMENT SECTION**

- Analyzes any ancillary costs (e.g., service contracts, maintenance costs, etc.) associated with the item and recommends either acceptance or denial.
- Forwards the completed [Form 16](#), with their recommendations and findings, to the Legal Section.

#### **LEGAL SECTION**

- Reviews requests for all loaned/donated equipment/property.
- Reviews the [Form 16](#) and makes a recommendation to the Chief of Police.
- Prepares the legislative request and coordinates activity between the Department and the County Council.
- Forwards a copy of the [Form 16](#) and the County Council Request Form to the originating commander, MFMU, and Budget Management Section after the item is approved or denied.

### **8-7.3 SUPPLY AND MATERIAL REQUISITIONS**

#### **SUPPLY/MATERIAL REQUESTS**

- Typed on a [Form 24](#), Supply Requisition, available from the Materials & Facilities Management Unit (MFMU). If more than one set of forms is needed to complete the order, the additional forms will be joined with a paper clip. Do not staple.
- Forwarded via departmental mail to the MFMU for processing.
- Refer to the Budget Manual or Budget Coordinator for requests for materials from other than MFMU.

#### **MEMBERS RECEIVING SUPPLIES/MATERIALS**

- Check the invoice against the actual amount of supplies delivered to ensure accuracy.
- Sign the invoice and forward the copy marked "Using Agency" to the MFMU.
- Reorder on the next month's supply order any item ordered and not delivered.
- Ensure that the supplies are received in the proper condition. Goods that are damaged, refused, or of incorrect amount will be noted on the invoice.

#### **REFERENCE**

- [Budget Manual](#).

### **8-7.4 LAUNDERING OF PRECINCT LINEN**

#### **GENERAL**

- Precinct linen (e.g., blankets, coveralls, etc.) will be delivered to the Detention Center for cleaning.
- All linen will be double bagged, using disposable plastic bags, prior to transport to the Detention Center.
- A tag will be attached to each bag noting the precinct's name and contents of the bag.  
**NOTE:** Contaminated or suspected contaminated linen (e.g., containing body fluids, communicable disease, etc.) will be bagged separately, and the tag will indicate the type of suspected contamination. This information will also be communicated to the Detention Center's personnel upon drop off.

#### **DETENTION CENTER**

- Launderers soiled precinct linen.
- Accepts laundry during normal business hours at their rear loading dock.
- Ensures that soiled blankets are available for return to the precinct 48 hours after delivery.

#### **PRECINCT PERSONNEL**

- Deliver, or utilize the Department mail couriers to deliver, laundry to the Detention Center.  
**NOTE:** When Department mail couriers are utilized for transportation, laundry bags must be placed in the area where the precinct's mail is picked up and delivered in time for the first mail run conducted on Mondays.
- Pick up, or utilize the Department mail couriers to pick up, cleaned linen promptly.

## **8-8.0 PERSONAL PROPERTY REIMBURSEMENTS**

### **GENERAL**

- The Department shall make reimbursement to clean, repair, or replace certain personal property that is damaged or destroyed or lost within the performance of the member's duties, provided there was no negligence on the part of the member.  
**EXCEPTION:** Items covered by the member's private insurance and/or Memorandums of Understanding.
- Reimbursement requests will be made on a [Form 83](#), Reimbursement Request, and forwarded through the chain-of-command to the section/unit commander. A vendor's written estimate or receipt must be attached.
- The actual item damaged/destroyed or a photograph of the item must be presented to the member's section/unit commander with the request.
- A request must contain justification by the member's section/unit commander indicating:
  1. The relationship between the item lost, damaged or destroyed, and the specific duty being performed; and
  2. That the item lost, damaged, or destroyed was approved for use.
- The section/unit commander will forward approved requests to the Administrative & Technical Services Bureau Commander who is the final authority for the Department.  
**NOTE:** If an injury results from the incident, reimbursement claims for eligible items may be covered under Workers' Compensation. Reimbursement requests must be accompanied by the appropriate Workers' Compensation paperwork and will be forwarded to the Baltimore County Office of Human Resources (OHR) by the approving section/unit commanders.
- Each request for reimbursement will be reviewed on a case-by-case basis and judged on its own merits. Decisions will be made in a manner intended to uphold fairness and consistency toward all members of the Department.
- The Budget Management Section will establish reimbursement caps for wristwatches and sunglasses annually.
- Reimbursement for all items will be limited to the employee's actual out-of-pocket costs and will not exceed \$250 per request.  
**NOTE:** Exceptions may be made on a case-by-case basis for medically required items or where extraordinary circumstances exist and the \$250 cap would result in an unfair hardship for the member.

### **ELIGIBLE ITEMS**

- Eyeglasses/sunglasses and contact lenses.
- Flashlights not issued by the Department and other items directly related to law enforcement duties and approved for use but not provided by the Department.
- Clothing and footwear.
- Wristwatches and Medic Alert jewelry.
- Wedding bands.

### **INELIGIBLE ITEMS**

- Jewelry and items covered by Memorandums of Understanding.
- Personal electronic devices (e.g., cellular phones, laptop computers, etc.).

### **REFERENCES**

- Administrative Manual, Article 7 (Personnel Issues).
- [Memorandum of Understanding](#).

## **SPECIAL EVENTS AND DETAILS**

### **Article 9**

- 9-1.0 Dignitary/Witness Protection [rev. 05/2015]**
- 9-2.0 Ceremonial Honor Guard Unit Events [rev. 09/2016]**
- 9-3.0 Major Events [rev. 06/1996]**
- 9-4.0 Motion Picture Details [rev. 06/1996]**
- 9-5.0 Public Appearances [rev. 06/1996]**
- 9-6.0 Special Escorts [rev. 06/1996]**



## **SPECIAL EVENTS AND DETAILS**

### **9-1.0 DIGNITARY/WITNESS PROTECTION**

#### **MEMBERS RECEIVING PROTECTION REQUESTS**

- Notify their supervisor of any threats/requests immediately.
- Document information gathered from the victim, witness, or requesting person, on a [Form 47](#), Confidential Report of Investigation.
- Forward documented information to their supervisor.
- Ensure any reports and/or [Forms 47](#) are completed prior to the end of their tour of duty and a copy is distributed to the Intelligence Unit.

#### **SUPERVISORS**

- Decide on the appropriate threat level response (see Field Manual, Article 1, Section 5.1.4).
- Advise the 9-1-1 Communications Center to notify the on-call Dignitary Witness Protection Team (DWPT) Commander or the Operations Support Section (OSS) - Commander, if appropriate.
- Forward a copy of all documentation to the precinct commander.

#### **DIGNITARY/WITNESS PROTECTION TEAM (DWPT)**

- Makes all required notifications and advises the requesting individual as to whether or not protection will be afforded.
- Has overall protection responsibility for approved details.
- Establishes telephone contact and meets with the victim, witness, or representative of the dignitary, if necessary.
- Determines the itinerary of the victim, witness, dignitary, and persons involved or accompanying the protected person.
- Determines the identity of other agencies involved in protecting the victim, witness, or dignitary, and ascertains what protective measures they are taking.
- Researches information about previous threats directed against the victim, witness, dignitary, or member of their family.
- Researches information on any group or person who may advocate violence or disorder at any site attended by the victim, witness, or dignitary, including the protected person's place of lodging.
- Has the close-in protection responsibility for the victim, witness, or dignitary.
- Contacts the Intelligence Unit if technicians are required to install necessary communications equipment.
- Provides personnel to monitor crowd behavior for the purpose of problem identification, if applicable.
- Responsible for any protection assignments as designated by the Chief of Police.
- Notifies the precinct commander so that alternative assistance may be provided, if assistance is denied.

#### **DIGNITARY/WITNESS PROTECTION TEAM LEADER**

- Will be a DWPT supervisor designated for each protection detail.
- Responsible for advanced detail planning, contacting necessary team members, and preparing an Operations Order.
- Coordinates detail planning and protection assignments of victims and witnesses identified by the Baltimore County State's Attorney's Office.
- Assesses the threat level against the victim, witness, or dignitary, and documents it in the Operations Order.

- Establishes a command post to be used by the detail commander, which provides a site for coordinating radio and telephone transmissions.
- Arranges a briefing prior to the detail that:
  1. Includes representatives from all support units.
  2. Identifies the detail commander.
  3. Provides last minute changes.
  4. Identifies outside agencies and their responsibilities.
- Completes a [Form 21](#), After Action Report, and a Cost Analysis Report upon completion of the detail.

### **DIGNITARY/WITNESS PROTECTION TEAM COMMANDER**

- Designates a supervisor of the team as a detail leader.
- Defines the responsibilities of all necessary departmental units, informing support personnel of same.
- Notified by the Baltimore County State's Attorney's Office when protective services may be required for a victim, witness, or during a trial or court related proceeding.
- Reviews and approves Operations Orders and forwards same to the Operations Support Section Commander.
- Responsible for distributing copies of the Operations Order to the units and personnel specified in the Order.

### **OPERATIONS SUPPORT SECTION COMMANDER**

- Has the authority to approve or deny requests for protection.

### **DETAIL SUPPORT**

- K-9 officers and dogs may be used to detect the presence of explosive devices in areas to be visited by the dignitary.
- 9-1-1 Communications Center personnel may be required to restrict a police radio talk group for exclusive use by detail personnel.
- DWPT will be supported with various Department sections, units or teams as needed.

### **REFERENCE**

- Field Manual, Article 1, Section 5.1.3, Threat on Public Officials/Judges.
- Field Manual, Article 1, Section 5.1.4, Threats Against Victims/Witnesses.

## ***9-2.0 CEREMONIAL HONOR GUARD UNIT EVENTS***

### **CEREMONIAL HONOR GUARD UNIT (CHGU) EVENTS**

- Department funerals.
- Out-of-agency funerals.

**NOTE:** See the Department's Bereavement and Protocol Manual for information concerning available entitlements and eligibility.

- Department events (e.g., promotions, graduations, etc.).
- Community events (e.g., parades, dedications, etc.).
- Any other event directed by the Chief of Police or his/her designee.

### **CHGU COMMANDER**

- Has the authority to assign and coordinate Unit participation in all events.  
**EXCEPTION:** Events which involve overnight travel or when the CHGU Commander and the requesting party do not concur on CHGU services. In these cases, the approval of the Administrative & Technical Services Bureau (ATSB) Commander or designee is required.
- Designates detail commanders.

## **PLANNED EVENTS**

- Requests for Unit participation, received 45 days or more prior to an event.
- The CHGU Commander will determine the availability of the Unit and notify the requesting individual with regard to approval.
- If the request is denied, a written explanation will be provided, setting forth the reason for denial (e.g., prior commitment, etc.).

## **UNPLANNED EVENTS**

- Requests for Unit participation in funerals and other events with less than 45 days notice.
- Commanders notified of the death of a member of the Department, whether active or retired, will refer to the Bereavement and Protocol Manual for appropriate procedures. The ATSB Commander or designee will notify the CHGU Commander to activate the detail.
- When receiving notice of funerals in other jurisdictions or other unplanned events, the CHGU Commander will take into consideration personnel, cost and any other impact on essential police services prior to approving a detail.

## **MEMBERS RECEIVING REQUESTS**

- Document all requests, to include the following information:
  1. Date, time, and location of event.
  2. Type of event.
  3. Services requested.
  4. Contact person and telephone number.
- Forward all requests to the ATSB Commander.
- Notify the CHGU Commander via the 9-1-1 Police Liaison of any unplanned event requests received on short notice.

## **DETAIL COMMANDERS**

- Responsible for the overall function of the CHGU at a particular event.
- Assign personnel to details.
- Notify assigned members of details.
- Coordinate transportation, equipment, lodging, expenses, etc.
- Complete detail activity sheets and a cost analysis at the conclusion of the event.

## **REFERENCE**

- Bereavement and Protocol Manual.

## ***9-3.0 MAJOR EVENTS***

### **COMMANDERS**

- When informed that a major event will occur within their command, must gather background information pertaining to:
  1. The nature, type, and location of the event.
  2. Date, time, and length of the event.
  3. Approximate number of persons expected to attend the event.
- Determine the number and type of personnel required to adequately handle the event.
- Notify the division commander if the event can be handled at the precinct/division level.
- Request, through their division commander, assistance from other units/personnel/agencies necessary to handle the event, if it is determined that the event cannot be handled at the precinct/division level.
- Complete an Operations Order and forward it to the division commander.

## **DIVISION COMMANDERS**

- Refer to the Administrative Manual, Article 4, for procedures regarding completion and approval of Operations Orders.
- Review, evaluate, approve, and distribute Operations Orders for major events.
- Are responsible for the overall scope and handling of the event.

## **REFERENCE**

- Administrative Manual, Article 4 (Written Communication).

## ***9-4.0 MOTION PICTURE DETAILS***

### **SUPPORT OPERATIONS DIVISION COMMANDER**

- Acts as Department liaison to the Baltimore County Film Team, which is coordinated by the County Administrative Officer's staff. The County Film Team plans and coordinates activities associated with the filming of motion pictures in Baltimore County.
- Reviews film scheduling dates and other Department obligations to ensure sufficient staffing is available.
- Observes the physical location of the area to be filmed to determine impact on traffic flow during identified times and dates.
- Identifies safety needs of participants and spectators.
- Determines the impact on residence and business access.
- Must be thoroughly aware of the location of film equipment and parking for film crews.
- Coordinates use of Department property in the film.
- Prepares an Operations Order for Department units that may be impacted by a movie detail.
- Maintains continuous contact with the movie company during its stay in Baltimore County.

## ***9-5.0 PUBLIC APPEARANCES***

### **PUBLIC APPEARANCES**

- Must be approved by the commander assigning the speaker.
- Should be documented within the command and noted on monthly activity reports.

## ***9-6.0 SPECIAL ESCORTS***

### **SPECIAL ESCORTS**

- Escorts affecting traffic (e.g., military convoys, parades, etc.) are the responsibility of the Traffic Management Unit unless otherwise directed by the Operations Bureau Commander.
- Emergency escorts involving protection of public officials, witnesses, celebrities, etc., may be provided by a precinct/section commander, but only for a period of 24 hours. Commanders providing such protection will notify the Operations Bureau Commander as soon as possible.

## **MISCELLANEOUS ADMINISTRATIVE PROCEDURES**

### **Article 10**

- 10-1.0 Financial Matters** [rev. 09/2000]
- 10-2.0 Community Programs** [n/a]
  - 10-2.1 *Rewards for Crime Information* [rev. 06/1999]
  - 10-2.2 *Non-Criminal Fingerprinting Services* [rev. 01/2014]
- 10-3.0 Information Gathering – First Amendment Activities** [rev. 11/2010]
- 10-4.0 Information Sources** [rev. 11/2004]
  - 10-4.1 *Informant Approval* [rev. 11/2004]
  - 10-4.2 *Informant Files* [rev. 05/2014]
  - 10-4.3 *Criminal Activity by Informants* [rev. 11/2004]
  - 10-4.4 *Informant Compensation* [rev. 11/2004]
- 10-5.0 Safety Issues** [n/a]
  - 10-5.1 *Safety Program* [rev. 07/2000]
  - 10-5.2 *Defensive Driver Training* [rev. 09/2016]
- 10-6.0 Awards** [rev. 05/2014]
  - 10-6.1 *Departmental Award Nomination Process* [rev. 12/2008]
  - 10-6.2 *Awards Review Board* [rev. 12/2008]
    - 10-6.2.1 *Appeal of Awards Review Board Decisions* [rev. 09/1995]
  - 10-6.3 *Award Types and Criteria* [n/a]
    - 10-6.3.1 *Medal of Honor* [rev. 09/1995]
    - 10-6.3.2 *Silver Star* [rev. 02/2010]
    - 10-6.3.3 *Commendation Award* [rev. 09/1995]
    - 10-6.3.4 *Purple Heart* [rev. 09/1995]
    - 10-6.3.5 *Chief's Award* [rev. 09/1995]
    - 10-6.3.6 *Emergency Service Award* [rev. 12/2008]
    - 10-6.3.7 *Community Policing Award* [rev. 11/2010]
    - 10-6.3.8 *Traffic Safety Award* [rev. 02/2010]
    - 10-6.3.9 *Merit Award* [rev. 09/1995]
    - 10-6.3.10 *Unit Citation* [rev. 11/2010]
    - 10-6.3.11 *Critical Incident Award* [rev. 09/1995]
    - 10-6.3.12 *Police Foundation Award* [rev. 02/2010]
    - 10-6.3.13 *Recruitment Award* [rev. 11/2004]
    - 10-6.3.14 *Officer of the Year Award* [rev. 02/2010]
    - 10-6.3.15 *Officer of the Month Award* [rev. 02/2010]
    - 10-6.3.16 *Certificate of Appreciation* [rev. 09/1995]
    - 10-6.3.17 *Commander's Certificate* [rev. 09/1995]
  - 10-6.4 *Special Award Types and Criteria* [n/a]
    - 10-6.4.1 *Auxiliary Police Award* [rev. 09/1995]
    - 10-6.4.2 *Citizen's Award* [rev. 09/1995]
    - 10-6.4.3 *Public Awards* [rev. 09/1995]



## **MISCELLANEOUS ADMINISTRATIVE PROCEDURES**

### **10-1.0 FINANCIAL MATTERS**

#### **GENERAL**

- The departmental logo may be used by a profit or non-profit organization with prior, written approval from the Chief of Police.
- Organizations or corporations interested in placing their logo on products provided for the Department or using the Department "Logo" will be instructed to forward a letter to the Chief's Office containing:
  1. A request for permission.
  2. Nature of the request.
  3. The product/item to be used.

#### **CONTRACT AND PROCUREMENT PROCEDURES**

- The Budget Management Section must review all deeds, bonds, contracts, grant agreements, releases, easements, leases, memorandums of understanding, or any other legal papers and instruments involving the Department or County for monetary feasibility prior to preparation for approval outside the Department.
- Standardized draft agreements and forms are available from the Legal Section in written and/or electronic form.
- After review by the Budget Management Section, the requesting unit will submit the document through the chain-of-command to the Legal Section for preliminary approval.
- All relevant backup materials including, when applicable, the request for proposal, bidder's proposal, powers of attorney, the contractor's authorization, sole source letter, and procurement checklist will accompany submitted documents.
- The Legal Section will forward the document to the County Office of Law for legal sufficiency approval. When approved, the Legal Section may assist with obtaining other necessary Baltimore County signatures. The requesting unit is responsible for obtaining the vendor's or any other party's, signature(s).
- The Chief of Police must approve all deeds, contracts, agreements, and other legal papers prior to submission to the County Executive and/or Administrative Officer for signature and execution.
- After obtaining the appropriate signatures, the Legal Section will return contracts involving the payment of funds or any in-kind trade to the requesting command. The command will complete the [Form 121](#), Procurement and Maintenance Request Form, and work with the Budget Management Section to obtain County Council approval, if required, and complete the purchasing process.
- Non-monetary contracts will be prepared for County Council approval, if necessary, by the requesting unit and the Legal Section.
- The County Council must approve any contract before it is executed if it is for:
  1. The purchase of real or leasehold property when the price is in excess of \$5,000;
  2. The lease of any property when the rental fee in the aggregate is in excess of \$25,000;
  3. Services for a term in excess of two years; or
  4. Services, in whole or in part, involving an expenditure of more than \$25,000 per year.
- The County Council must approve grant agreements before the Department can spend any grant monies. Once Council has given approval, standard-purchasing procedures will apply. Members should consult the Department Budget Manual for applicable procedures.
- Contracts, leases, agreements, etc. related to special investigations will be handled on a case-by-case basis by the Legal Section.

- Amendments to existing deeds, bonds, contracts, grant agreements, releases, easements, leases, memorandums of understanding, or any other legal papers and instruments involving the Department or County will follow the above procedures.

### **PRECINCT FUND**

- For procedures relating to precinct investigative funds and petty cash refer to the Department Budget Manual.

### **REFERENCE**

- [Department Budget Manual](#).

## **10-2.0 COMMUNITY PROGRAMS**

### **10-2.1 REWARDS FOR CRIME INFORMATION**

#### **GENERAL**

- When an individual or group wishes to offer a reward for information leading to the arrest and/or conviction of a subject responsible for a felony or possible felony occurring in Baltimore County, the member receiving the offer will forward to their commander a [Form 12L](#), Intra-Department Correspondence, with the:
  1. Name and mailing address of individual/group offering the reward.
  2. Telephone numbers during normal business hours for the individual/group.
  3. Type of crime/report number for which the reward is offered.
- The correspondence will be forwarded to the Criminal Investigations Bureau (CIB) Commander, who will channel the information to the appropriate section commander.
- The section commander will assign a detective to serve as liaison between Metro Crime Stoppers and the individual/group offering the reward.

#### **CIB LIAISON**

- Initiates contact with the individual/group offering the reward.
- Forwards an escrow agreement to the individual/group for their signature. The signed escrow agreement will be mailed back to the liaison who will then meet with and take the individual/group along with the reward check to the main office of Metro Crime Stoppers and deposit the check into the reward account. A receipt will be given to the individual/group offering the reward by Metro Crime Stoppers.

#### **METRO CRIME STOPPERS**

- Consists of police officers from metropolitan area agencies.
- Disburses money to persons supplying information meeting established criteria.
- Notifies the primary investigating officer of any payment made to an informant.

#### **PRIMARY INVESTIGATING OFFICERS**

- Notify the State's Attorney's Office when an informant has been paid a cash reward and required to provide testimony at the time of trial.

**NOTE:** It is imperative that this notification be made since this information is subject to discovery by the defense.

### **10-2.2 NON-CRIMINAL FINGERPRINTING SERVICES**

#### **NON-CRIMINAL FINGERPRINTING**

- Requested by the Department (e.g., elimination prints, etc.) will be provided at the Public Safety Building or any precinct facility at no charge.

- Requested by retired sworn Department members applying for a State handgun permit may be fingerprinted at any Department location that is fingerprinting-accessible without charge.

### **10-3.0 INFORMATION GATHERING - FIRST AMENDMENT ACTIVITIES**

#### **DEFINITION**

- First Amendment Activity - any activities involving constitutionally protected speech or association; or conduct related to freedom of speech, free exercise of religion, freedom of the press, the right to assemble, or the right to petition the government.

#### **GENERAL**

- Information regarding persons, groups, or organizations may not be collected or maintained based solely on political beliefs, ideologies, or association.
- Persons, groups, or organizations engaged in First Amendment activities may be monitored by the Department for public safety matters.
- Intelligence information collected by the Department will be retained, disseminated, and audited in accordance with the Federal Policies and Guidelines of 28CFR Part 23 and the Public Safety Article 3-702 of the Maryland Annotated Code.

#### **DEPARTMENT MEMBERS**

- May collect and maintain information regarding persons, groups, or organizations engaged in First Amendment activities only when there is a basis for a reasonable articulable suspicion of criminal activity by the persons, groups, or organization.

#### **CHIEF OF POLICE**

- The Chief of Police, or designee, will authorize in writing, justification for the covert investigation of a person, group or organization engaged in First Amendment activities.

#### **REFERENCE**

- [Maryland Annotated Code](#).

### **10-4.0 INFORMATION SOURCES**

#### **DEFINITIONS**

- Source of Information - a person who provides information about criminal activity to the Department. This includes, but is not limited to witnesses, other police officers, anonymous tips, and persons who may reveal information through casual conversation. These persons will not go through the accountability process listed in this section unless the officer (or supervisor) involved with the source of information needs a record of credibility.
- Informants:
  1. Compensated informant - a person who receives a fee, expense, or consideration for furnishing information about criminal activity to the Department. This includes persons who provide information on a one-time or continual basis. The accountability process must be used.
  2. Defendant informant - a person who provides information about criminal activity in exchange for consideration in any criminal matter which is or may be pending against him/her. The Informant Approval Process (Section 10-4.1) must be used.
  3. Active informant - a person who is currently supplying information.
  4. Inactive informant - any informant/source of information who has not supplied information for a six-month period.

## **INVESTIGATING OFFICERS**

- Are to seek only that information which furthers investigative activities and law enforcement responsibilities.
- Document requests by other criminal justice agencies for the use of a Baltimore County informant on a [Form 47](#), Confidential Report of Investigation. A squad/team supervisor and shift/unit commander must approve use of the informant.
- Provide full disclosure of an informant's actions in any matter presented to a State's Attorney or other prosecutor for legal action. Officers may, with the shift/unit commander's approval, withhold certain information to protect the identity of the informant but will inform the State's Attorney of the general nature of the information withheld.
- Whenever meeting with an informant, will have a second officer present.
- May use a juvenile informant if they have:
  1. Met and discussed the involvement with at least one parent or guardian.
  2. Obtained written permission from the custodial parent or guardian and record on a [Form 269A](#), Instruction to Confidential Informants of Information.
  3. Obtained approval from their immediate supervisor and the shift/unit commander in the case of an emancipated juvenile.  
**NOTE:** In the case of a juvenile whose parents are separated or divorced, permission will be obtained from the parent having legal custody.
- It is not mandatory to contact the informant's probation agent if it becomes necessary to utilize an informant currently on probation or parole.
- Document an informant's parole/probation on the [Form 269](#), Informant Personal History.

### **10-4.1 INFORMANT APPROVAL**

## **INVESTIGATING OFFICERS**

- Wanting to use a person as an informant, document an information source or activate an inactive informant/source of information, will seek verbal approval from their immediate supervisor.
- Contact the Administrative Vice/Narcotics Team (AVNT) to obtain an informant number and to check an informant's suitability for use.
- Must notify AVNT of situations in which one informant is being used by more than one unit at the same time. The primary control officer will document that fact on a [Form 47](#), Confidential Report of Investigation.
- Complete a [Form 269](#), Informant Personal History and Suitability Report, [Form 269A](#), Instructions to Confidential Informants of Information, and a [Form 47](#) consisting of detailed debriefing interview information and obtain two recent photographs of the informant.
- Complete and attach all criminal history, wanted checks, MVA driving records, and InPursuit involvement printouts to the [Form 269](#).
- Introduce potential informants to a secondary officer who will be a contact for the informant when the primary control officer is unavailable.
- Ensure all meetings with a potential informant will be conducted by no less than two officers.
- Submit all original paperwork listed above to the supervisor for approval, prior to using an informant.
- If the informant is approved, will:
  1. Copy all approved paperwork and submit to supervisor.
  2. Package the original paperwork for pick-up by the AVNT. Original paperwork will be available for pick-up within 10 days of receiving an informant number from AVNT.
  3. Review the [Form 269A](#) with the informant annually or when it is believed that the informant is engaged in criminal activity.
  4. Complete the [Form 269B](#), Informant Reliability Summary.

- If the informant is disapproved, package the original paperwork for pickup by AVNT within 10 days.

### **SUPERVISORS**

- Will approve potential informants for use and the associated paperwork prior to any officer utilizing an informant.
- May order the informant approval process be initiated for a source of information.
- Determine the suitability of the informant/source of information by completing the back of the [Form 269](#) and indicating approval or disapproval. The reasons for disapproval must be placed in the “Other Pertinent Information” section.
- Submit all completed paperwork to the shift/unit commander.
- Ensure that the warnings on the [Form 269A](#) were given to potential informants.
- Ensure cooperative agreements, if applicable, are complete.

### **SHIFT/UNIT COMMANDERS**

- Indicate their approval/disapproval of an informant on the [Form 269](#) and notify the initiating officer and supervisor.
- If approved, create a Working Informant and Tracking File, [Form 269B](#) as listed below.
- If disapproved, note the reason(s) for disapproval in the “Other Pertinent Information” section of the [Form 269](#).
- Maintain copies of approved paperwork in a working file.
- Forward a copy of the disapproved [Form 269](#) to AVNT.
- Review the status of each active informant every 30 days.
- Maintain all original files in a secure location until pick up by AVNT.
- Must approve and document on a [Form 47](#), the use of an informant previously disapproved by this Department or another agency. The [Form 47](#) must be available to AVNT within 10 days of approval to use a previously disapproved informant.

### **AVNT**

- Maintains the Central Informant File (CIF).
- Provides informant numbers and suitability information on all informant requests.
- Collects and maintains all original forms and documentation of all informant file documents.
- Retains all informant files for 10 years.
- Conducts audits of informant records and files.
- Collects and files all inactive informant files.
- Ensures integrity and security of the CIF.
- Ensures that no more than one officer is using the same informant.

## **10-4.2 INFORMANT FILES**

### **GENERAL**

- The Administrative Vice Narcotics Team (AVNT) will maintain a Central Informant File (CIF) consisting of a computer database of all active and inactive informants.
- Active files on informants will be maintained at the appropriate commands and by the AVNT. Commands will maintain working copies of all forms and documents while the AVNT will maintain the originals.
- Inquiries regarding a source of information may be made by contacting the AVNT, who will search the system for prior use and prior disapproval by this Department.
- Upon request, the AVNT can search for informants who could provide information within a specific area (zip code). If available, the requesting officer will be given the control officer’s name and the informant’s number. The requesting officer must work through the control officer to obtain any information from the informant.

## **WORKING INFORMANT FILE CONTENTS**

- One current photograph of the informant.
- [Form 269](#), Informant Personal History and Suitability Report.
- [Form 269A](#), Instructions to Confidential Informants of Information.
- Receipts and records of cash payments or items purchased for the informant.
- [Forms 47](#), Confidential Report of Investigation, which contain:
  1. The detailed debriefing interview notes.
  2. Requests by other units or agencies to use an informant, the use of one informant by more than one unit, and the copy of the response to these requests.
  3. Other related informant documentation that would indicate any activity by the informant, including the zip code where each activity involving the informant took place.

## **WORKING INFORMANT FILE**

- Are secured and accessed only by persons with a verified need for the information to further an official investigation and with the permission of a unit commander or the AVNT.
- Are picked up and destroyed by the AVNT once an informant has been designated as inactive.

## **TRACKING FILES**

- Contain only the [Form 269B](#), Informant Reliability Summary.
- Are maintained at the originating command by the unit commander.
- Are accessible only to members with a demonstrated need to know the information as verified by the AVNT or the unit commander.
- Must be stored separately from the Working Informant Files and the Informant Log Book.
- Contain documentation of all contacts with informants on the [Form 269B](#) which result in any type of payment, buy, introduction, or a Central Complaint (CC) number being drawn.

## **SHIFT/UNIT COMMANDER**

- Confidentially maintains the Informant Log Book which will be secured in a location separate from the Tracking File but accessible to authorized members when the shift/unit commander is unavailable.

## **INFORMANT LOG BOOK CONTENTS**

- Informant number and the date it is obtained from the AVNT.
- AVNT detective supplying the informant number.
- Informant's name and date of birth.
- Primary and secondary control officers' names.
- Approving supervisor's name.
- Remarks.
- Date informant became inactive.
- Date offense occurred (for cooperation agreements only).
- Charges' expiration date (for cooperation agreements and statute of limitations only).
- Name and date of the AVNT detective picking up inactive files.

## **10-4.3 CRIMINAL ACTIVITY BY INFORMANTS**

### **GENERAL**

- Informants may not gain authority to commit criminal acts. Under very limited circumstances, informants may be given permission to participate in investigations. Such authorization must be carefully considered.

## **INVESTIGATION OF CRIMES**

- A commanding officer must give written approval for the limited use of informants for criminal activities intended to further an investigation.
- When authorizing participation in an investigation, commanding officers will attempt to ensure:
  1. The State's Attorney's Office is consulted when appropriate.
  2. The informant is not the only source of technical expertise.
  3. The informant's activity is closely monitored.
  4. The informant does not directly profit from their participation beyond the plea agreement or compensation provided by the Department.
  5. Informants will not contribute financially to any investigation in any way.
  6. The activities may be undertaken safely.
  7. There is minimal effect on the community.
- An informant may be involved in other activities as approved by the Chief of Police. The commander must consult with the State's Attorney and submit a written report of the request to the Chief of Police. The Chief of Police will indicate and return approval or disapproval in writing.

## **UNAUTHORIZED CRIMINAL ACTIVITY**

- Informants will not initiate any activity unless it has been pre-authorized by the investigating officer.
- Officers learning of unauthorized criminal activity by an informant will:
  1. Initiate an investigation.
  2. Notify their commander on a [Form 47](#), Confidential Report of Investigation, through the chain of command.
  3. Notify AVNT on a [Form 47](#).
  4. Not take any action to conceal a crime.
- Commanders will:
  1. Ensure appropriate enforcement action is taken for the violation.  
**NOTE:** If necessary to an investigation, commanders may notify and request appropriate authorities to delay or forego enforcement action.
  2. Decide whether to continue the use of the informant.
  3. Notify the bureau/division commander.
  4. Maintain detailed records of such incidents.
- Commanders must contact the State's Attorney from any affected jurisdiction(s) if they want to delay notification of law enforcement authorities or request authorities not to take action. Only after contacting the other jurisdiction's State's Attorney may the commander decide to continue use of the informant.
- In determining whether to delay notification of authorities, commanders will consider:
  1. Whether the crime is completed, imminent, or just beginning.
  2. The seriousness of the crime in terms of danger to life and property.
  3. Whether the crime is a federal violation, felony, or misdemeanor.
  4. The degree of certainty of the information regarding the criminal activity.
  5. Whether the appropriate authorities already know of the criminal activity and the informant's identity.
  6. The effect of notification on Department investigative activity.

### **10-4.4 INFORMANT COMPENSATION**

#### **GENERAL**

- Plea-bargaining will be conducted by a representative from the State's Attorney's Office. Agreements will be documented in the informant's file and include the name of the authorizing State's Attorney.

- A squad supervisor must approve payments to informants. Amounts exceeding \$100 will require the approval of a shift/unit commander or higher.
- All payments require a receipt signed by the informant.
- In all cases, a supervisor or another officer will witness payments.
- Payments and other items purchased for an informant's personal benefit must be recorded in the Tracking File. The [Form 269B](#), Informant Reliability Summary, will contain a record of the compensation, but not specify the amount.
- If practical, currency will not be paid until the case is completed or the information is verified.
- Specialized units will use funds reserved for such purposes. The commander will ensure the security of these funds. Other units will use the petty cash fund.
- The unit commander will maintain the Ledger/Investigative Expense Reimbursement Form as specified in the Budget Manual.
- Informants may be liable for taxes that may be due on any compensation or payments provided to them by this Department.

## **10-5.0 SAFETY ISSUES**

### **10-5.1 SAFETY PROGRAM**

#### **GENERAL**

- The Safety Program focuses on accident and injury reduction through safety awareness and safety projects.

#### **DEPARTMENT MEMBERS**

- Must immediately report safety hazards to either their supervisor, the facility safety coordinator, or the Safety Officer.
- May report safety complaints directly to the safety coordinator or via the Safety Complaint Form.
- Are requested to submit safety suggestions to the Safety Officer through the safety coordinators.
- Will receive a personal reply from the Safety Officer after a complaint has been investigated.
- May request vehicle (or other) testing through their supervisor or the facility safety coordinator.
- May submit another member for consideration for a safety award. Submissions are to be forwarded through the chain-of-command via a [Form 12L](#), Intra-Department Correspondence.

#### **COMMANDERS**

- Appoint safety coordinators for every facility under their control.
- May appoint more than one safety coordinator, particularly in the larger facilities, in order to balance workload and to ensure that safety duties and responsibilities are fulfilled in a timely manner.
- Notify the Safety Officer of changes in the safety coordinator position.

#### **SAFETY COORDINATORS**

- Act as liaison between the facility they represent and the Safety Officer.
- Post and distribute Safety Bulletins and other materials sent from the Safety Officer.
- Receive and investigate safety complaints and suggestions from personnel within their facility with the assistance of the Safety Officer.
- Immediately notify the Safety Officer of serious safety problems and take whatever immediate steps are necessary to control the problem.

- Perform routine inspections within their facilities using worksheets and materials supplied by the Safety Officer.
- Attend safety meetings or training sessions when requested by the Safety Officer.
- Maintain a file of safety bulletins subdivided by year.
- Maintain a Chemical Information List.
- Assist with the Maryland Occupational Safety and Health Act (MOSHA) Self-Inspection Program.
- Forward safety suggestions, along with their comments, to the Safety Officer.

### **SAFETY OFFICER**

- Administers the Department's Safety Program.
- Provides Safety Complaint Forms to each facility.
- Periodically issues Safety Bulletins.
- Marks bulletins for distribution to captains/commanders and above, corporals/supervisors and above, or general distribution.
- Maintains bulletins for a period of five years, unless otherwise indicated.
- Periodically notifies the safety coordinators to reissue a safety bulletin. Safety coordinators will use the bulletin from the three-ring binder for three days of roll call training or in such other manner as indicated by the Safety Officer.
- Maintains files of all Department accidents and injuries chronologically. An index card filed alphabetically by member's name will be cross-referenced to the chronological file and will bear a summary of member's accident and injury experiences. The card will also contain information concerning retraining, accident classifications, etc.
- Along with members of the Baltimore County Safety Officer's staff, periodically conducts safety inspections of all Department facilities. The inspections are part of a yearly MOSHA Self-Inspection Program coordinated by the Baltimore County Safety Officer.
- Tests vehicles or arranges for other testing upon the request of any member. Tests will also be performed upon request whenever a vehicle is returned from a body shop.
- Investigates safety complaints alone or with the assistance of safety coordinators.
- Administers the Safety Award Program. Safety awards will be presented to members for outstanding safety achievements.
- Develops standards for safety awards and approves their presentation.

### ***10-5.2 DEFENSIVE DRIVER TRAINING***

#### **DEPARTMENT MEMBERS**

- Mandated to attend training due to a preventable accident will be given preference with scheduling.
- Mandated to attend are required to obtain a passing score.
- Not achieving a passing score will be given additional training and will be required to obtain a passing score before their departmental driving privileges are reinstated.  
**NOTE:** The member's commander will be notified of the failure to obtain a passing score and will be responsible for suspending and reinstating a member's driving privileges.
- Failing to obtain a passing score will not be subject to disciplinary action unless the failure was intentional. Scores will be filed in the member's personnel folder by the Administrative & Technical Services Bureau.

#### **TRAINING ATTENDANCE**

- Is mandatory for personnel who have experienced a preventable departmental accident.
- Which is mandatory is not punishment and will not be listed on any disciplinary procedure forms as a punishment meted out by either commanders or hearing boards.

## **TRAINING SECTION**

- Schedules training sessions throughout the year.
- Provides a list of available training dates to precinct/unit commanders.
- Determines course content and a standard for a passing score.
- Provides driver-training guidelines to commanders.
- Notifies the appropriate commander when a member's departmental accident has been deemed preventable.

## **COMMANDERS**

- Schedule their personnel for driver's training based on training guidelines and available training dates.
- Coordinate changes of scheduled training dates for other priorities (e.g., member's vacation).
- Have the option, subject to attendance maximums, to send other personnel to training if deemed necessary.
- Coordinate optional attendance situations with the Safety Officer.

## **10-6.0 AWARDS**

### **COMPLIMENTARY LETTERS**

- In order to facilitate official recognition and recording of the efficient or outstanding performance of any member, all complimentary letters from any source will be forwarded through channels to the Administrative & Technical Services Bureau (ATSB).
- The commander of the member cited for outstanding performance will comment on the situation or incident cited before forwarding the complimentary letter to the ATSB.
- All complimentary letters directed to the Office of the Chief of Police will be photocopied and a copy of the letter placed in the member's personnel folder by the ATSB.

## **10-6.1 DEPARTMENTAL AWARD NOMINATION PROCESS**

### **DEPARTMENTAL AWARD NOMINATIONS**

- May be submitted by any Department member.
- Must be typed on a [Form 188](#), Commendation Award Request (original only), and include the following information:
  1. Detailed statements of fact, particularly those not contained within police reports.
  2. Clear and concise language, devoid of police jargon.
  3. Diagrams, drawings, or photographs which help explain what occurred.
  4. A copy of any related police reports and/or supplements.
- For two or more persons nominated for a single, joint act only one narrative needs to be written, with a face sheet [Form 188](#) attached for each individual.
- Require commanders to complete a [Form 188](#) describing the actions constituting the basis for nomination for all awards.
- The text of the commander's summary on the [Form 188](#) will be the text used on the award certificate.
- Are to be submitted to the Awards Review Board (ARB) through the nominee's commander within one calendar year from the date the act occurred.
- Approval by the commanders must be based on:
  1. Meeting the criteria for the type of award being sought.
  2. The absence of conflict with any policy, rule, regulation, or other Department directive.

3. The absence of any on-going disciplinary or review process regarding the incident (e.g., internal investigation, Firearms Discharge Review Board, etc.). In these instances, nominations should be held until the conclusion of the investigation or review process.
- That are approved are to be placed in an “11x13” envelope (do not fold) and forwarded to the ARB.
  - That are disapproved are to be returned to the member making the nomination with an explanation for the disapproval.
  - That are disapproved may be appealed to the next highest-ranking member within the requesting member’s command, who will be the final deciding authority.

## **10-6.2 AWARDS REVIEW BOARD (ARB)**

### **AWARDS REVIEW BOARD (ARB)**

- Consists of 10 members, one each from the following ranks or assignments:
  1. Colonel (Chairperson).
  2. Major (Vice-Chairperson).
  3. Captain.
  4. Lieutenant.
  5. Sergeant.
  6. Corporal.
  7. Officer from the Operations Bureau.
  8. Detective.
  9. Officer at large.
  10. Professional staff member.
- Members are appointed by the Chief of Police at the recommendation of the ARB Chairperson. Recommendations are to be submitted at least 30 days prior to the expiration of a current member’s term on the Board.
- Chairperson serves at the pleasure of the Chief of Police, while the remaining ARB members serve for three years.
- Appointments are made in January and are staggered as follows:
  1. First year - major, sergeant and detective.
  2. Second year - captain, corporal, and officer from the Operations Bureau.
  3. Third year - lieutenant, officer at large, and a professional staff member.
- Members, at the conclusion of their respective terms, will serve as an alternate for three additional years.
- Vacancies due to lengthy illness, injury leave, etc., will be filled at the discretion of the Chief of Police.
- Convenes at the discretion of the Chairperson.
- Meetings will be announced in advance to all Department members.
- Meetings will be presided over by the highest-ranking member in attendance.
- Has the authority to accept, reject, initiate, upgrade, or downgrade any nomination for an award and is the sole judge of the meanings, interpretations, and applicability of the criteria for a particular nomination.
- Considers the following during deliberations:
  1. Duty assignment and assignment requirement.
  2. Specialty of the nominee.
  3. Performance expected and required of the nominee.
- Will not deliberate any nomination that involves an incident that is subject to disciplinary investigation or review until a disposition is reached and made known to the Board.

- Is authorized to call before it and examine witnesses regarding the matters to be heard and may also conduct any other investigations deemed necessary.
  - Members are authorized access to complete files of all cases referred or considered.  
**NOTE:** Only the Chairperson will have access to any Internal Affairs Section cases or disciplinary investigation files to determine the relevance to the ARB.
  - Considers and votes on all nominations separately.
  - Members required for a quorum will be at the discretion of the Chairperson or Vice-chairperson.  
**EXCEPTION:** Medal of Honor consideration.
  - Chairperson will only vote to break a tie.
  - Vice-chairperson will always vote last.
  - Member personally involved, directly or indirectly, in any case before the Board may participate in discussions and may be a witness, but may not vote.
  - Vice-Chairperson will notify the Administrative & Technical Services Bureau Commander.
  - Returns nominations indicating approval status to the:
    1. Nominee's commander.
    2. Person submitting the nomination.
    3. Nominee.
    4. Administrative & Technical Services Bureau Commander.
    5. Public Affairs Section.
- EXCEPTION:** When the nominee is not a Department member, only the person submitting the nomination will receive a returned nomination.

### **10-6.2.1 APPEAL OF AWARDS REVIEW BOARD DECISIONS**

#### **GENERAL**

- The ARB will, upon receiving the [Form 12L](#), Intra-Department Correspondence, grant one appeal hearing of a decision of the Board.  
**NOTE:** The ARB decision of an appeal will be final.
- All appeals must be filed within 30 calendar days of the notification of the ARB's initial decision.
- The ARB may grant appeal hearings on late filed appeals only when it is shown that the request to appeal was delayed due to newly found evidence or to correct an injustice.
- The writer of the appeal or a designee familiar with the nomination should appear in person before the Board to discuss the reasons for the appeal.
- A written appeal is an option; however, it limits the Board's discussion to what is presented in writing.
- Failure by the writer or designee to appear before the Board as scheduled without sufficient cause or without notifying the Board will result in rejection of the appeal and the initial decision of the Board will remain in effect.

### **10-6.3 AWARD TYPES AND CRITERIA**

#### **10-6.3.1 MEDAL OF HONOR**

##### **MEDAL OF HONOR**

- Is the highest and most prestigious Department award.
- The Board must ensure its integrity is never compromised.
- Consideration requires seven Awards Review Board (ARB) members are present for voting, which must be unanimous.
- May be awarded, when the following criteria are met, to living persons who:
  1. With knowledge of risk, found themselves in a life-threatening situation.

2. Intelligently committed themselves to dangers.
  3. Unless physically incapable of doing so, were successful in completing their objective.
  4. Acted in the only way open to accomplish their objective.
  5. Had no other reasonable, safer way to accomplish the objective.
  6. Have met all the qualifications for the Silver Star and the Commendation Awards.
- May be awarded posthumously to a person who has died in the line of duty when any of the following criteria are met:
    1. On routine patrol.
    2. Enforcing the law.
    3. Answering a call for police service.
    4. Attempting to rescue persons from imminent death.
    5. Suffering a heart attack, stroke or other manner of death proximately related to the performance of the above duties.
  - Is not awarded posthumously if the death resulted from:
    1. An accident in a police facility.
    2. A personal conflict or disagreement with any person.
  - Is not awarded automatically to a person who dies in the line of duty. The circumstances surrounding the death require deliberation of the ARB.

### 10-6.3.2 SILVER STAR

#### **SILVER STAR**

- Is the second highest Department award and is presented in recognition of service to the Department and the citizens of Baltimore County wherein valor, courage, intelligence, and bravery are demonstrated over and above that normally demanded and expected of dedicated police officers.
- Criteria must be met beyond any doubt.
- May be awarded to a person who was either involved in a criminal apprehension, enforcing the law, or attempting to maintain the public peace, and any of the following:
  1. Was aware of the danger present and took action with full knowledge of the hazards involved.
  2. Was in danger of being seriously injured or killed by gunfire aimed at the officer or wounds caused by another deadly weapon and made a subsequent successful effort to make an arrest if physically able to do so.
 

**NOTE:** Statements from uninvolved witnesses to the incident may be used to substantiate the potential danger for loss of life or serious injury.
- May be awarded to a person who is involved in a lifesaving effort if:
  1. There was a substantial risk to the officer's life.
  2. There was no other reasonable way for the officer to effect an arrest or attempt to save another's life.
  3. Immediate action had to be taken.
  4. The officer would not have been criticized had the effort not been undertaken.
  5. The officer endured great physical discomfort or mental anguish during the effort.
- Is not awarded to a person who:
  1. Took action in violation of the Department's rules and regulations.
  2. Deliberately or ineptly caused an escalation of the incident to the point that it caused one of the following:
    - a. The nominee or others were placed in jeopardy.
    - b. Injury to any persons.
    - c. A more serious situation to arise.
  3. Violated a direct order of a superior when such disregard caused the nominee to become involved in the event under scrutiny.
- May only be awarded when the requirements of the Commendation Award are also met.

### **10-6.3.3 COMMENDATION AWARD**

#### **COMMENDATION AWARD**

- Is the third highest Department award.
- May be awarded to a person who:
  1. Displayed courage and devotion to duty over and above the usual requirement when enforcing laws of arrest.
  2. Displayed intelligence and devotion to duty during unusual circumstances.
  3. Demonstrated initiative, intelligence, expertise, and self-sacrifice that is over and above that required by the rules and regulations for solving crime and apprehension of offenders.
  4. Arrested an armed and dangerous person, when the following criteria are met:
    - a. The nominee knew the offender was armed before making the arrest.
    - b. The offender was in fact armed.
    - c. The offender was armed in a manner that could have harmed the nominee had the offender chosen to do so.
- Requires that the arrest had an element of danger and the offender was one of the following:
  1. Armed with a firearm and the arrest was made at close range.
  2. In possession of the mental attitude, capacity, and means to harm the nominee with a dangerous weapon other than a firearm and attempted to do so.
  3. Apprehended in the act of committing or fleeing a violent crime (e.g., armed robbery, assault with a deadly weapon, etc.).
- Will not be awarded for the mere arrest of a person carrying a concealed deadly weapon or when the offender disposes of the weapon before the officer comes into range or when the offender was overpowered or would recognize the futility of resistance in the presence of an overwhelming number of police.

### **10-6.3.4 PURPLE HEART**

#### **PURPLE HEART**

- Is awarded to recognize personal sacrifice in serving the citizens of Baltimore County.
- Is awarded to a person for injuries received while on or off duty, provided the nominee was actively engaged in the proper performance of police duties.
- May be awarded if the extent and cause of injury was one of the following:
  1. A bleeding wound requiring sutures or surgery that was inflicted by a deadly weapon used by an adversary. The incident must be substantiated by witnesses or physical evidence.
  2. Physician ordered hospitalization or home confinement due to:
    - a. Serious internal injury requiring extensive medical treatment.
    - b. Loss of appendage or body part.
    - c. A broken bone requiring a cast, if the injury was caused by a subject intentionally, while resisting arrest.
    - d. Smoke inhalation requiring hospitalization.
  3. Permanent injury or physical disability.
- May be awarded for serious injuries received in a departmental traffic accident provided the nominee's actions were not in violation of the motor vehicle law and/or in conflict with the Accident Preventability Criteria.
- May be awarded for serious injury received while directly involved in a lifesaving effort, whether successful or not, when all applicable requirements of the Emergency Service Award have been met.

- May be awarded posthumously to a person killed in the line of duty, whether by accident or otherwise.
  - Is not awarded for injuries suffered while on duty due to:
    1. Accidents resulting from carelessness, ineptness, or personal disputes.
    2. Accidents that were determined to be preventable.
    3. Accidents in a police facility or any other location if the member is not attempting to make an arrest or maintain the peace.
    4. Improper use of equipment, malfunctioning equipment, or horseplay.
    5. Heart attack, stroke, pneumonia, diabetic coma, or other physical condition or dysfunction.
- EXCEPTION:** As determined by the ARB.

### **10-6.3.5 CHIEF'S AWARD**

#### **CHIEF'S AWARD**

- Is issued solely by the Chief of Police to recognize outstanding efforts and performance.
- Is not deliberated by or voted upon by the ARB. The ARB will be notified of the disposition of the nomination after the Chief of Police renders a decision.
- Is not subject to the appeal process.
- Nominations may be submitted on a [Form 12L](#), Intra-Department Correspondence, by the nominee's commander through the chain-of-command to the Office of the Chief.

### **10-6.3.6 EMERGENCY SERVICE AWARD**

#### **EMERGENCY SERVICE AWARD**

- Is awarded for an effort to save a human life if all of the following criteria are met:
  1. Immediate and positive medical treatment or rescue efforts had to be taken.
  2. The action taken was during a life-threatening situation.
  3. The incident was verified by medical reports or witnesses.
  4. The actions of the nominee do not meet the qualifications for a Medal of Honor, Silver Star, or Commendation Award.
  5. The member experienced physical or emotional hardship during such efforts, or such efforts were beyond the normal expectation of duties.
- May be awarded regardless of whether the lifesaving effort was successful.

### **10-6.3.7 COMMUNITY POLICING AWARD**

#### **COMMUNITY POLICING AWARD**

- Is awarded to a member, squad/team, or shift/unit that has completed a successful or innovative problem-solving project that is directly related to a community or group of citizens. Members must serve at least three months in the unit.
- Nominations will include a copy of the problem-solving project and any related documents along with the following information, if available:
  1. Project goals.
  2. Criteria and research used to establish the goals.
  3. Method used to measure results and determine success.
  4. Resources used throughout the project.
  5. Examples of community and police interaction.
  6. Any information that is noteworthy regarding the project.

### **10-6.3.8 TRAFFIC SAFETY AWARD**

#### **TRAFFIC SAFETY AWARD**

- May be awarded for substantial contributions to traffic safety, including:
  1. Exceptional overall enforcement effort(s), including: traffic enforcement, criminal arrests from traffic stops, or a combination thereof. This award is not based solely on enforcement numbers, but enforcement that is purpose-driven in that it addresses an identified problem, criminal or traffic.
  2. Significant arrest(s) based on traffic enforcement efforts, which include: initiation of criminal investigations, apprehensions of felony suspects, and/or significant seizures of weapons/contraband.
  3. Outstanding effort(s) in community education, problem solving, or administrative projects that make a substantial contribution to traffic safety.

### **10-6.3.9 MERIT AWARD**

#### **MERIT AWARD**

- Is awarded to persons who recognize the need for, as well as research and develop, plans or ideas that do at least one of the following:
  1. Save time or money.
  2. Increase efficiency or morale.
  3. Enhance the Department's professional image.
- Requires that the developed plan or idea be adopted as a policy or procedure.
- Requires that the initial impetus for change or improvement must have originated from the nominee's proposal.
- Nominations must be submitted by a supervisor or commander and should include a complete copy of the plan with the [Form 188](#), Commendation Award Request.

### **10-6.3.10 UNIT CITATION**

#### **UNIT CITATION**

- Is awarded to a specific squad, shift, or other unit of organization for superior performance during a calendar year that is clearly deemed exceptional and worthy of recognition. Members must serve at least three months in the unit.
- Criteria considered in deliberation includes:
  1. General performance based on the calendar year.
  2. Best performance among shifts, squads, or other units of organization.
  3. Major accomplishments.
- Nominations must be based on exceptional overall performance rather than simple improvements during the calendar year.
- Nominations will be submitted by the commander of the unit/shift or squad/team nominated. The commander will include a [12L](#), Intra-Department Correspondence, describing any disciplinary action involving any member included in the nomination and submit the correspondence to the Chairperson of the Awards Review Board (ARB).
- Nominations will be submitted before May of the year following the performance year cited.

### **10-6.3.11 CRITICAL INCIDENT AWARD**

#### **CRITICAL INCIDENT AWARD**

- Is awarded to persons who provided exceptional professional services during a time of crisis, either criminal or civil, which seriously impacted a portion of Baltimore County and its citizens.

- Nominations require that police response must be Countywide, unique, and that nominees must have worked during the critical time period of the incident.
- Is issued only when the circumstances do not merit any other Department award.

### **10-6.3.12 POLICE FOUNDATION AWARD**

#### **POLICE FOUNDATION AWARD**

- May be awarded for outstanding community service, crime prevention, courage, innovative ideas, or exceptional performance.
- Is comprised of five separate awards:
  1. Community Service.
  2. Crime Prevention.
  3. Valor.
  4. Distinguished Contribution to the Profession.
  5. Exceptional Performance.
- Nominations may be submitted throughout the year to the Awards Review Board (ARB).
- Award recipients are selected by the Police Foundation's Awards Review Committee (Refer to Section 10-6.4.3, Public Awards).

### **10-6.3.13 RECRUITMENT AWARD**

#### **RECRUITMENT AWARD**

- Is awarded to sworn members and civilian members who have played a significant role in recruiting an applicant, once the recruit has successfully completed the Police Academy and field training.
- Nominations will be made by the Employment Section Commander following a review of the background information.
- Members who recruit a second officer will receive a ribbon with one star.
- Members who recruit more than two officers will receive a certificate for each additional officer they recruit.

### **10-6.3.14 OFFICER OF THE YEAR AWARD**

#### **OFFICER OF THE YEAR AWARD**

- Is presented each year by community organizations (Refer to Section 10-6.4.3, Public Awards).

### **10-6.3.15 OFFICER OF THE MONTH AWARD**

#### **OFFICER OF THE MONTH AWARD**

- Is awarded to members based on their performance during a calendar month.
- Is selected by the precinct/section commander each month to recognize a member of their command for exceptional performance.

### **10-6.3.16 CERTIFICATE OF APPRECIATION**

#### **CERTIFICATE OF APPRECIATION**

- May be awarded for an act of extraordinary intelligence which reflects a highly creditable police accomplishment.
- May be awarded for displaying perseverance and devotion to duty in extraordinary situations.

- May be awarded for involvement in an outstanding Baltimore County community service activity while on or off duty including, but not limited to:
  1. Charitable fund raising efforts.
  2. Planning, directing, and coordinating of community programs aimed at fostering esprit de corps, sense of pride, etc.
  3. Carrying out crime prevention/community relations oriented programs.
  4. Active involvement in various community organizations.
- May be awarded for action taken which results in the prevention or solution of a crime when the circumstances do not merit the issuance of any other Department award.

### **10-6.3.17 COMMANDER'S CERTIFICATE**

#### **COMMANDER'S CERTIFICATE**

- Is awarded in recognition of significant contributions toward the mission of the Police Department.
- Is bestowed by a commander who has the final approval authority and is not subject to Awards Review Board (ARB) approval.
- Nominations which are approved are to be forwarded to the ARB for filing.

### **10-6.4 SPECIAL AWARD TYPES AND CRITERIA**

#### **10-6.4.1 AUXILIARY POLICE AWARD**

##### **AUXILIARY POLICE AWARD**

- May be awarded to members of the Auxiliary Police Team in recognition of their contributions as volunteers.
- Program is administered by the Auxiliary Police Team Commander.

#### **10-6.4.2 CITIZEN AWARDS**

##### **CITIZEN AWARDS**

- Include the:
  1. Distinguished Citizen's Award, which is presented to citizens who render valuable assistance to Department members.
  2. Citizen's Award of Valor, which is presented to citizens who provide courageous assistance to Department members, particularly in which a criminal is seized and detained until the arrival of a police officer.
- Nominations will be deliberated on by the Awards Review Board, which determines whether approved awards will be presented by the submitting commander or during a public ceremony.
- Will be inscribed with the citizen's name and the appropriate award title.

#### **10-6.4.3 PUBLIC AWARDS**

##### **PUBLIC AWARDS**

- Are those presented each year by organizations, community service clubs, and professional groups (e.g., Newspapers, International Association of Chiefs of Police, Police Foundation, Lions, Rotary Clubs, etc.).
- Include the following types:
  1. Department-wide, which are open to all members. The Awards Review Board will:
    - a. Request nominations from commanders.
    - b. Note and file nominations to be considered during the deliberation process.

- c. Forward those selected to the respective commander, as needed, to fit criteria of public award.
    - d. Advise the Chief of Police, the writer, and the nominee of the decision of each nomination.
  - 2. Command Public Awards (e.g., local Officer of the Year Awards, etc.), which:
    - a. Are restricted to precinct/division eligibility.
    - b. Are decided upon by the respective commander.
    - c. Require that the commander notify the writer and the nominee of the selection for an award.
    - d. Require that a copy of all recommended awards be forwarded to the Office of the Chief and to the Public Affairs Section for coordination purposes.
- May include a monetary award.



